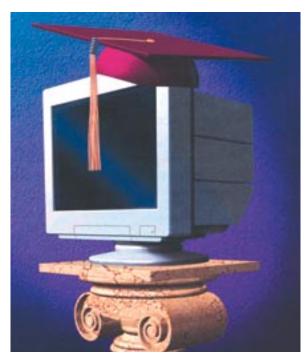
U.S. Department of the Interior National Business Center

Department of the Interior University (DOIU)



Catalog of Courses
FY 2007

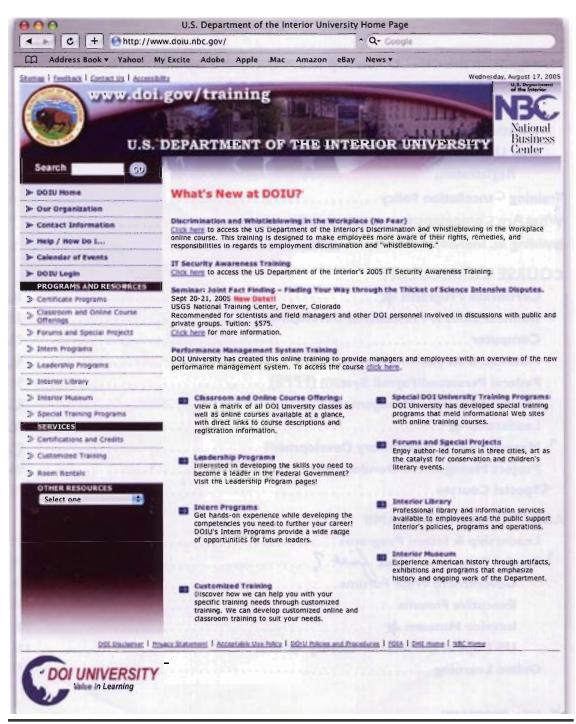
Leadership and Performance Division

U.S. Department of the Interior
National Business Center
Directorate, Strategic Management of Human Capital
Department of the Interior University
1849 C Street, NW
Mail Stop 7129
Washington, DC 20240

www.doi.gov/training

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Leadership and Performance Division DOI University

Message from the Chief

Welcome to DOI University and our new catalog of courses and programs for FY07. Our focus is on offering career-related and continuing-education opportunities for Department of the Interior and other federal employees through:

- Classroom courses/programs
- Online Learning
- Executive Forums
- Career Balance and Diversity Speaker Series

The catalog includes the descriptions, dates and locations of the courses and programs offered in our learning centers, as well as additional information for online learning and for the executive forums and speaker series events. An online version of our catalog is available at www.doi.gov/training.

This year we are offering extra sessions of our most popular courses, new courses that focus on specific areas of career development, and the certificate programs in Foundations in Leadership, Financial Management, and the Associate's and Master's level certificates in Program Management for PMP Certification. To find our new courses, just look for the star that appears before the title.

DOI University customizes and tailors training to meet specific customer requirements and requests on a fee-for-service basis. DOI University can host the training at our facilities in Albuquerque, New Mexico; Anchorage, Alaska; Denver, Colorado; and Washington, D.C., or at the customer's preferred training location. Last year we hosted courses and programs in Minneapolis, MN; Salt Lake City, UT; Sacramento, CA and other locations to maximize training budgets and expand opportunities for federal employees to participate in training and education programs. Please call any of our learning center managers for help in scheduling your customized training.

We hope you take advantage of these training opportunities, and we look forward to seeing you in DOI University!

Lynn McPheeters

Lynn McPheeters, Chief Leadership and Performance Division

Locations and Points of Contact

Lynn McPheeters, Chief
Leadership and Performance Division
1849 C Street, NW
Mailstop 7129
Washington, DC 20240
(202) 208-5616 (202) 208-5184 (FAX)

Albuquerque Leadership & Performance Center

Bonnie Stewart, Manager 2400 Louisiana Boulevard, NE Building 1, Suite 240 Albuquerque, New Mexico 87110 (505) 346-2799 (505) 346-2770 (FAX) Bonnie_L_Stewart@nbc.gov

Anchorage Leadership & Performance Center

Dawn Gillette, Manager 1689 C Street, Suite 141 Anchorage, Alaska 99501 (907) 271-3720 (907) 271-3724 (FAX) E Dawn Gillette@nbc.gov

Denver Leadership & Performance Center

Bonnie Stewart, Manager
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Suite 120
Denver, Colorado 80235-2230
(303) 969-5425 (303) 969-5429 (FAX)
Bonnie_L_Stewart@nbc.gov

Washington Leadership & Performance Center

Joellen Jarrett, Manager
1849 C Street, NW
Mailstop 7129
Washington, DC 20240
(202) 208-3757 (202) 208-3489 (FAX)
Jo_Ellen_Jarrett@nbc.gov

Leadership and Performance Presidential Management Fellows Program

Alisa Ballew Rawlins, Program Manager

1849 C Street, NW

Mailstop 7129

Washington, DC 20240

(202) 219-0097 (202) 208-5184 (FAX)

Alisa B Rawlins@nbc.gov

Financial Management Career Paths Program

Ann Commeree, Program Manager

1849 C Street, NW

Mailstop 7129

Washington, DC 20240

(202) 219-4097 (202) 208-5184 (FAX)

Ann_Commeree@ios.doi.gov

Intern Programs

Office of the Secretary Management Intern Program (OSMIP)

Lisa Cook, Program Manager

1849 C Street, NW

Mailstop 7129

Washington, DC 20240

(202) 208-4376 (202) 208-5184 (FAX)

Lisa_J_Cook@nbc.gov

Financial Management Career Intern Program (FMCIP)

Lisa Cook, Program Manager

1849 C Street, NW

Mailstop 7129

Washington, DC 20240

(202) 208-4376 (202) 208-5184 (FAX)

Lisa_J_Cook@nbc.gov

Government-wide Acquisition Management Intern Program

Cori Sabet, Program Manager

1849 C Street, NW

Mailstop 7129

Washington, DC 20240

(202) 219-2213 (202) 208-5184 (FAX)

Corinne_C_Sabet@nbc.gov

DOI Learn (the new Department-wide Learning Management System)

The Department of the Interior University (DOIU) and bureau training organizations have been gradually moving from the learning management systems they used in the past to DOI Learn. The Fish and Wildlife Service and the Bureau of Land Management have moved their entire training operations to DOI Learn. DOI University has moved its customized online training courses, such as 2006 IT Security Awareness, Records Management Awareness and Orientation to the Privacy Act, to DOI Learn. Other customized courses will be loaded on DOI Learn as they become available.

DOIU has been waiting for a credit-card system to be installed on DOI Learn before moving its classroom training registration and off-the-shelf libraries to DOI Learn. As of this printing, the final transition has not been completed. However, registration for DOI University classroom training will be provided through DOI Learn for all classes offered in FY 2007. Registration through DOI Learn will be available beginning sometime in September. If the credit card system has not been installed on DOI Learn when registration opens, links will be provided for DOI University classroom training registrants to pay by credit card using a separate DOI University payment system. You will receive a separate confirmation of your payment from the DOI University credit card payment system. Registration for the Interior Executive Forums will also be available through DOI Learn.

What will DOI Learn provide?

- Access to information on all training opportunities within the Department of the Interior, regardless of the bureau hosting the training.
- A portal for all Interior employees to review training opportunities and request training in a single online system.
- An automated procedure for supervisors to review and approve or deny training requests, which has the potential to accelerate the approval process.
- Systems to track, measure and report on human capital training and development expenditures and accomplishments.
- Competency management systems that can be used to help manage human capital to meet organizational goals and needs, as well as to match individuals' competencies and training needs to developmental opportunities.
- Systems to manage training facilities and resources across the department. These systems will
 be used to automate the tracking and scheduling of classroom training resources, such as rooms,
 instructors, audio-visual equipment, and sleeping rooms.

How do I find DOIU classes?

- In DOI Learn, go to Course Catalog
- Click on Catalog
- Click on Advanced Search
- Training Type: Select Instructor-Led, Online or All
- Vendor: Select DOI University

How will the new learning management system (LMS) affect employees in their work?

- Employees will have one source of information to review all training opportunities across the department, rather than having to search through numerous online and paper catalogs.
- Those employees currently using an LMS to search for and register for training will need to learn how to use the new system to do this. Employees who do not currently sign up for training through an existing LMS will need to learn how to use the new system.
- The new LMS will assist employees and their supervisors in establishing developmental goals
 and planning for training, creating individual development plans, locating and arranging
 for training and other developmental activities, and tracking progress toward established
 developmental goals.
- Our goal is to meet your individual and organizational needs by providing exceptional customer service and the highest quality learning experience. You can visit our website at www.doi.gov/ training for additional information.
- If you have any questions about the registration process for classroom training, please call the leadership and performance specialists at the following locations and numbers:

Albuquerque

Linda Romero

(505) 346-2768

Linda_G_Romero@nbc.gov

Anchorage

Matrona Afonin

(907) 271-3720

Matrona_Afonin@nbc.gov

Denver

Katherine Bond

(303) 969-5426

Katherine_Bond@nbc.gov

Washington

Rebecca Rabuck

(202) 208-3446

Rebecca_L_Rabuck@nbc.gov

If you have any questions about accessing online training or logging into DOI Learn, please telephone the Government Online Help Desk at (888) 722-3647.

Training Cancellation Policy

The following policy applies only to fee-based courses offered through DOI University.

DOTU Canceled Courses

If circumstances necessitate the cancellation of courses by DOI University, our staff will notify students by phone, e-mail or fax. A full tuition refund will be given for any course DOIU cancels.

Cancellations/Refunds/No Shows

We design our courses to optimize your learning experience, so each course accommodates a limited number of participants. If you must cancel, please provide written notification either through e-mail or fax as early as possible. To receive a full refund, your cancellation notification must be received at least 10 business days prior to the course-start date. There are no refunds for cancellation notifications received after that time frame, or for no-shows.

Substitutions/Rescheduling

Course enrollment substitutions are acceptable any time up to the course-start date.

Students and agencies are also allowed the opportunity to reschedule. Again, notification of rescheduling should be in writing, sent by e-mail or fax. These notifications must be received at least 10 business days prior to the course-start date. Requests received after that time frame will be treated as cancellations.

What are Competencies and Why Are They Important?

A competency is a combination of skills, knowledge, characteristics, and traits that contribute to outstanding performance in a particular job. When you put a series of competencies together, it is called a competency model and shows you the difference between outstanding and average performance of that job.

Basically, a competency is what outstanding performers 1) do more often, 2) do in more situations, and 3) do with better results than average performers.

Competencies create a common bond of understanding and a common language for discussing performance. They are used to clarify organization mission and goals and what it takes to achieve those goals. Competencies are also very useful in predicting the future skills that the organization will need.

You can use the competencies identified in this catalog to plan your training based on your individual and the organization's needs. You may want to develop a new competency or strengthen an existing competency. Using the competencies as a guide to course selection will ensure that you are spending your valuable time and training dollars on the most appropriate learning activity.

Executive Core Qualifications

The Office of Personnel Management is committed to ensuring the quality of all levels of leadership throughout the federal government. Leaders must excel within a results-oriented performance culture, and the Executive Core Qualifications (ECQs) ensure they have the competencies to do so.

Recognizing the current and future needs of federal leaders, and the importance of succession planning and effective performance management, DOI's Leadership and Performance Centers have carefully designed their training and development opportunities around these revised competencies.

The following pages contain OPM's revised ECQs, which will be effective October 1, 2006.

Executive Core Qualifications

Building Coalitions		This core qualification involves the ability to build coalitions internally and with other federal agencies, state and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.		Partnering Political Savvy Influencing/ Negotiating
Business Acumen		This core qualification involves the ability to manage human, financial, and information resources strategically.		Financial Management Human Capital Management Technology Management
Results Driven		This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.		 Accountability Customer Service Decisiveness Entrepreneurship Problem Solving Technical Credibility
Leading People		This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.		 Conflict Management Leveraging Diversity Developing Others Team Building
Leading Change	Definitions	This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.	Competencies	 Creativity and Innovation External Awareness Flexibility Resilience Strategic Thinking Vision

Executive Core Qualifications and Competency Definitions

ECQ 1: Leading Change

Definition: This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

Competencies

Creativity and Innovation	Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
External Awareness	Understands and keeps up-to-date on local, national, and international policies and trends that affect the organization and shape stakeholders' views; is aware of the organization's impact on the external environment.
Flexibility	Is open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles.
Resilience	Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
Strategic Thinking	Formulates objectives and priorities, and implements plans consistent with the long-term interests of the organization in a global environment. Capitalizes on opportunities and manages risks.
Vision	Takes a long-term view and builds a shared vision with others; acts as a catalyst for organizational change. Influences others to translate vision into action.

ECQ 2: Leading People

Definition: This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

Competencies

Conflict Management	Encourages creative tension and differences of opinions. Anticipates and takes steps to prevent counter-productive confrontations. Manages and resolves conflicts and disagreements in a constructive manner.
Leveraging Diversity	Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the organization.
Developing Others	Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
Team Building	Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals.

ECQ 3: Results Driven

Definition: This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

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Com	ne	te	n	CÌ	es

competencies		
Accountability	Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.	
Customer Service	Anticipates and meets the needs of both internal and external customers. Delivers high-quality products and services; is committed to continuous improvement.	
DecisivenesS	Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.	
Entre- preneurship	Positions the organization for future success by identifying new opportunities; builds the organization by developing or improving products or services. Takes calculated risks to accomplish organizational objectives.	
Problem Solving	Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.	
Technical Credibility	Understands and appropriately applies principles, procedures, requirements, regulations, and policies related to specialized expertise.	

ECQ 4: Business Acumen

Definition: This core qualification involves the ability to manage human, financial, and information resources strategically.

Competencies

Financial Management	Understands the organization's financial processes. Prepares, justifies, and administers the program budget. Oversees procurement and contracting to achieve desired results. Monitors expenditures and uses cost-benefit thinking to set priorities.
Human Capital Management	Builds and manages workforce based on organizational goals, budget considerations, and staffing needs. Ensures that employees are appropriately recruited, selected, appraised, and rewarded; takes action to address performance problems. Manages a multi-sector workforce and a variety of work situations.
Technology Management	Keeps up-to-date on technological developments. Makes effective use of technology to achieve results. Ensures access to and security of technology systems.

ECQ 5: Building Coalitions

Definition: This core qualification involves the ability to build coalitions internally and with other federal agencies, state and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Competencies

Partnering	Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.
Political Savvy	Identifies the internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly.
Influencing/ Negotiating	Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals.

Fundamental Competencies

Definition: These competencies are the foundation for success in each of the Executive Core Qualifications.

Competencies

Interpersonal Skills	Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different people in different situations.
Oral Communication	Makes clear and convincing oral presentations. Listens effectively; clarifies information as needed.
Integrity/Honesty	Behaves in an honest, fair, and ethical manner. Shows consistency in words and actions. Models high standards of ethics.
Written Communication	Writes in a clear, concise, organized, and convincing manner for the intended audience.
Continual Learning	Assesses and recognizes own strengths and weaknesses; pursues self-development.
Public Service Motivation	Shows a commitment to serve the public. Ensures that actions meet public needs; aligns organizational objectives and practices with public interests.

Building an Individual Development Plan

An individual development plan (IDP) is a formal, written commitment to learn something new, and an organized plan for learning it. An IDP allows you to identify something you would like to learn that benefits both you and the organization. Then you figure out how to do it—for example, through formal training, on-the-job training, other experiential activities, or through self-directed activities—and put that information to use. Creating the IDP becomes a road map for your development.

The most-successful employees take responsibility for their own growth and development by identifying their career goals, preparing for upcoming changes, and identifying the skills that they will need in their current and future jobs. Together with their supervisors, they create a development plan that aligns with the DOI mission and goals, and promotes personal growth and effectiveness.

Sample IDP:

Individual Development Plan FY07

Skill/Competency	Activity	Source	Cost	Date
I. Knowledge of budget concepts and processes	Federal Appropriations Law	DOI University	\$420	November 29-30, 2006
2. Knowledge of federal accounting	Demonstrate and apply federal accounting policies and procedures	On-the-job training	No cost	Ongoing

Course Curriculum

Certificate Programs

Executive Assistant Certificate Program

Course Description:

The Executive Assistant Certificate Program (EACP) offers participants the opportunity to acquire the knowledge, skills, and abilities needed to assist federal-government managers. The purpose of the program is to develop a cadre of highly skilled, motivated, and professional administrative-support staff to meet the future needs of the federal government.

Candidates selected for the Executive Assistant Certificate Program have a unique opportunity to improve their skills through a formal 80-hour classroom training program. The EACP will provide training in the following modules:

Modules:

- Accomplishing the Federal Government Mission
- Office Management
- Interpersonal Skills/Personal Profile Systems (PPS)
- Grammar & Writing Skills
- Time and Stress Management
- Public Speaking Skills
- Putting It All Together

Target Audience: This program is open to full-time permanent employees of the Department of the Interior, and targets junior or newly assigned, high-potential administrative/support staff. Employees wishing to be considered for this program must be recommended by their supervisors. For more information on application procedures, please visit the DOIU website: www.doi.gov/training.

Time: For specific class times and room locations go to: www.doi.gov/training

Date/Location:

October 30–November 3, 2006 and Washington, DC
 December 4–8, 2006
 (Additional dates and locations may be announced at a later date.)

Competencies Addressed: Written Communication, Oral Communication, Individual Effectiveness, Customer Service, Presentation Skills, Time and Workload Management, Problem Solving

Tuition: DOI employees......\$1950 Other federal employees......\$2100

Accomplishing the Federal Government Mission

This course shows how to present a positive, competent, and professional image that reflects the standards and missions of the Department of the Interior. Specific knowledge and skills needed to convey credibility, authority, and integrity in the business environment are emphasized. Participants will be able to:

- Explain the Department of the Interior's mission and goals
- Recognize the value of aligning personal goals and values with those of the Department of the Interior
- Manage business relationships more effectively
- Increase their levels of proficiency in areas critical to the role of executive assistant in the Department of the Interior

Office Management

This course is designed to strengthen the ability to manage the cooperative efforts of a busy office environment, including specific work assignments and interactions with other divisions and bureaus. In this course, participants will learn to:

- Identify elements (people, resources, equipment) essential to achieving the highest levels of productivity and efficiency
- Identify ways to enhance and improve upon current office-management procedures and processes
- Clarify the role and duties of an "office manager" in the Department of the Interior

Interpersonal Skills/Personal Profile Systems (PPS)

The Personal Profile System personality instrument will help you better understand yourself and the people with whom you work and live. A second, vital ingredient for being an excellent communicator is a clear understanding of the dynamics of interpersonal communication. Good interpersonal skills allow for win-win relationships and outcomes. During this course, participants will:

- Recognize the importance of feedback and self-disclosure in establishing and improving relationships
- Maximize the strengths and minimize the weaknesses of their profiles
- Discuss their behavioral profiles, and recognize behavioral tendencies in others, as well as how to appropriately respond in given scenarios
- Recognize non-verbal behavior and its importance to interpersonal communication
- Discuss the communication model, as well as the barriers to communications

Grammar & Writing Skills

Good writing combines big-picture, conceptual understanding with nuts-and-bolts knowledge of grammar and punctuation. This course will help you maintain a big-picture view of writing, as well as understand and use the "nuts and bolts." In addition, this session will clarify the benefits and dangers of e-mail, as well as associated federal and agency guidelines for its use. Participants will be able to:

- Recognize basic grammar and punctuation rules
- Practice writing, editing, and proofreading their own and others' work
- Minimize "bureaucratese" and opt for plain language to increase the readers' understanding
- Explain the benefits and dangers of e-mail, as well as federal and agency guidelines for using it

Time and Stress Management

This course is designed to help individuals learn to better manage their personal time, manage their time in relation to their supervisors' time, and minimize their stress levels. Participants will be able to:

- Recognize the difference between time management and self-management, as well as how to address external time-wasters
- Practice prioritizing a supervisor's day
- Apply time-management techniques to make the most of their time at work and at home
- Recognize the causes, symptoms, and stages of stress
- Identify multiple methods for reducing stress in their lives
- Develop goals to help apply self- and stress-management skills

Public Speaking Skills

This course is designed to help participants minimize their fear of speaking in public, and gain confidence in assembling and giving presentations. Participants will:

- Develop strategies to deal with speaker's stress
- Employ techniques to quickly organize and deliver clear, concise presentations
- Design and use appropriate visual aids
- Develop goals to apply and strengthen presentation skills

Putting It All Together

This segment gives participants the opportunity to review and clarify the value of the learning modules presented throughout the two-week program. Participants identify ways to apply the lessons learned into specific areas of their work, and to create an individualized action plan to help them achieve this goal.

Certificate Programs



Foundations in Leadership Program (FIL)

Course Description:

This is a competency-based program designed to provide introductory leadership skills to midlevel administrative and support staff. Candidates selected for this program will have a unique opportunity to explore and expand their leadership potential and technical competence in a formal 80-hour classroom training program. The program emphasizes leadership skills such as critical thinking, problem solving, influencing, negotiating, and conflict resolution, as well as oral and written communications, interpersonal skills, and the federal budget process.

FIL Program Modules:

- Leadership Part 1—Foundations of Leadership
- Leadership Styles, Personal Leadership, Power & Influence, Analytical Thinking and Decision Making
- Writing for Results
- Leadership Part 2—Applied Leadership Skills
- Individual Effectiveness, Interpersonal Communications, Critical Thinking, Problem Solving, Negotiating and Conflict Resolution
- Federal Budget Process Overview
- Putting It All Together

Target Audience: This program is open to full-time permanent federal employees and is geared toward high-performing mid-career administrative and support staff. Supervisory recommendation must be submitted prior to confirmation of program enrollment. For additional program information, please visit the DOIU website: www.doi.gov/training.

Date/Locations:

 April 23–27, 2007 and May 14–18, 2007 Salt Lake City, Utah

Time: For specific class times and room locations, go to: www.doi.gov/training

Competencies Addressed: Budget, Individual Effectiveness, Problem Solving, Communication, Analytical Skills, Leadership

Tuition: DOI employees......\$1950 Other federal employees......\$2100

Leadership Part 1

Participants will have many opportunities to reinforce their learning through the use of role-playing, self-assessments, case studies and a variety of small- and large-group activities. During the first two days of leadership training, participants will:

- Explore the foundations of leadership
- Define leadership and explore the characteristics of effective leadership
- Identify various leadership styles and when to use each
- Explore personal leadership and assess individual leadership skills
- Explore power and influence from a personal perspective
- Practice analytical thinking and the decision-making process

Writing for Results

We put things in writing for different reasons—including conveying information and requesting that an action be taken. If we don't convey this information properly, it gets reduced to background clutter and disposed of without accomplishing its mission. We are held accountable for the mission failure, and our credibility as writers becomes suspect. In this course, participants will learn to:

- Write clearly, concisely, and correctly, in "plain language"
- Follow an orderly series of steps to produce effective writing
- Plan and organize points clearly and logically, using effective transitions
- Explore the importance of tone and discretion to avoid offending their readers
- Use fundamental research methods to support their subject
- Develop clear and concise, audience-appropriate messages
- Use e-mail effectively within the office environment

Leadership Part 2

Participants will have many opportunities to reinforce their learning through the use of role-playing, self-assessments, case studies and a variety of small- and large-group activities. The second portion of leadership training builds upon Leadership Part 1 by exploring leadership from a more-personal viewpoint and providing opportunities for practical application. During this course, participants will:

- Identify their personal leadership styles
- Explore and increase personal effectiveness
- Identify techniques for effective interpersonal communications
- Practice critical-thinking and problem-solving techniques in the decision-making process
- Identify and use effective conflict-resolution techniques

DOI University • Leadership & Performance Division

Federal Budget Process Overview

Congress has constitutional power of the purse. It has a significant impact on the budget authority an agency will receive. Understanding the life cycle of an appropriation and what's involved in each phase is extremely important for those responsible for using budgetary resources, or for supporting professionals with that responsibility. This course will introduce participants to the four phases of the federal budget process, laws, and regulations. It will also explain how important their role is during each phase. During this two-day course, participants will:

- Understand budget authority and the background of the budget process
- Recognize the importance of the Anti-Deficiency Act
- Outline the life cycle of an appropriation
- Review the Department of the Interior's appropriation
- Define budget-related terminology such as "full-time equivalents"
- Learn and apply formulas and other estimating techniques used in budgeting
- Understand the major issues in budget execution

Putting It All Together

This portion of the program gives participants the opportunity to review and clarify the value of the learning modules presented throughout the two-week program. Participants identify ways to apply the lessons learned into specific areas of their work and to create an individualized action plan to help them achieve this goal.

Certificate Programs

Federal Financial Management Certificate Program

Program Overview:

The Federal Financial Management Certificate Program (FFMCP) is a two-year program offered in support of the Department of the Interior's (DOI) Strategic Plan to develop, train and/or certify financial professionals to meet the demands of an evolving government financial environment, and improve performance and sound financial management practices. All courses in the program support Joint Financial Management Improvement Core Competencies (JFMIP), and Continuing Professional Education (CPE) credits are available for the financial courses. Each student who attends and successfully completes all courses will receive a certificate of completion. Students have two years to complete the program, and must attend the entire class, participate, and pass a final examination to receive a certificate. The first year of the program consisted of three core courses and one financial-management course elective. The second year of the program will consist of one financial-management course elective and three professional-growth courses. Courses may also be purchased individually or by program total.

Modules: Fiscal Year 2006

- Appropriations Law Seminar (core)
- Budget Analysts Guide to Formulation, Justification and Execution (core)
- Fundamental Accounting Procedures in Federal Agencies (core)
- Budget and Accounting—Making the Connection (elective)

Modules: Fiscal Year 2007

- Internal Controls: Meeting the Federal Requirements for Accountability
- Critical Thinking and Problem Solving
- Leading and Managing Change
- Essentials of Analysis

Complete details—such as course descriptions, competencies and learning objectives—can be viewed for each course at: www.doi.gov/training, or in the Financial and Acquisition Section of this catalog.

Target Audience: Federal financial staff involved in any aspect of financial and accounting policies, principles and practices and wishing to pursue a professional certificate.

Tuition: All federal employees...\$2,400 (Total Program Cost for Year 2)

DOI University • Leadership & Performance Division

Dates/Locations:

Internal Controls: Meeting the Federal Requirements for Accountability

• January 30–February 1, 2007 Albuquerque, New Mexico

February 6–8, 2007
 February 27–March 1, 2007
 Washington, DC
 Denver, Colorado

Critical Thinking and Problem Solving

• December 12–14, 2006 Washington, DC

• March 20–22, 2007 Albuquerque, New Mexico

• April 10–12, 2007 Denver, Colorado

Leading and Managing Change

• January 17–18, 2007 Washington, DC

• May 22–23, 2007 Albuquerque, New Mexico

• June 12–13, 2007 Denver, Colorado

Essentials of Analysis

• March 13–15, 2007 Washington, DC

• July 24–26, 2007 Albuquerque, New Mexico

• August 14–16, 2007 Denver, Colorado

Certificate Programs

Project Management Associate's Certificate Program

Course Description:

The Associate's Certificate Program in Project Management is being offered in support of the Department of the Interior's (DOI) strategic goal of developing, training and/or certifying project managers for all non-major and major investments. DOI is committed to developing qualified project managers with the skills, tools and experiences to guide DOI projects effectively and efficiently. This training prepares project managers for the Certified Associate Project Manager (CAPM) or Project Management Professional (PMP) certification test through the Project Management Institute (PMI).

Modules:

- Managing Projects
- Risk Management
- Scheduling and Cost Control

Complete details, such as course descriptions, competencies and learning objectives, can be viewed for each course at: www.doi.gov/training.

Target Audience: Employees requiring certification to manage major and non-major projects

Dates/Locations:

Managing Projects

• November 6–8, 2006	Washington, DC
• January 9–11, 2007	Denver, Colorado
• March 27–29, 2007	Washington, DC

Risk Management

• January 23–25, 2007	Washington, DC
• February 27–March 1, 2007	Denver, Colorado
• April 24–26, 2007	Washington, DC

Scheduling and Cost Control

• February 26–March 2, 2007	Washington, DC
• March 26–30, 2007	Denver, Colorado
• June 11–15, 2007	Washington, DC

Tuition: All federal employees...\$2,280

Certificate Programs

Project Management Master's Certificate Program

Course Description:

The Master's Certificate Program in Project Management is being offered in support of the Department of the Interior's (DOI) strategic goal of developing, training and/or certifying project managers for all non-major and major investments. DOI is committed to developing qualified project managers with the skills, tools and experiences to guide DOI projects in an effective and efficient manner. This training prepares project managers for the Certified Associate Project Manager (CAPM) or Project Management Professional (PMP) certification test through the Project Management Institute (PMI).

Modules:

- Managing Projects
- Risk Management
- Scheduling and Cost Control
- Quality for Project Managers
- Project Leadership, Management, and Communications
- Contracting for Project Managers
- Project Management Applications

Complete details, such as course descriptions, competencies and learning objectives, can be viewed for each course at: www.doi.gov/training.

Target Audience: Employees requiring certification to manage major and non-major projects

Tuition: All federal employees...\$5,320

Date/Locations:

Managing Projects

• November 6–8, 2006	Washington, DC
• January 9–11, 2007	Denver, Colorado
• March 27–29, 2007	Washington, DC

Risk Management

• January 23–25, 2007	Washington, DC
• February 27–March 1, 2007	Denver, Colorado
• April 24–26, 2007	Washington, DC

Scheduling and Cost Control

• February 26–March 2, 2007	Washington, DC
• March 26–30, 2007	Denver, Colorado
• June 11–15, 2007	Washington, DC

Quality for Project Managers

• April 24–26, 2007	Denver, Colorado
• May 15–17, 2007	Washington, DC

Project Leadership, Management and Communications

• June 12–14, 2007	Denver, Colorado
• July 17–19, 2007	Washington, DC

Contract Management Principles and Practices

• June 26–28, 2007	Washington, DC
• July 10–12, 2007	Denver, Colorado

Project Management Applications

•	August 6–10, 2007	Denver, Colorado
•	August 14–16, 2007	Washington DC

Building A Better Business Case For The OMB Exhibit 300

Course Description:

"The Federal Government must effectively manage its portfolio of capital assets to ensure scarce public resources are wisely invested The OMB Exhibit 300 is used to demonstrate to agency management and to the OMB that it has employed the disciplines of good project management, represented a strong business case for the investment, and met other Administration priorities to define the proposed cost, schedule, and performance goals for the investment if funding approval is obtained." (OMB Circular No. A–11 (2002), Section(s) 300.3 & 300.9)

In this course, participants will analyze and use key business-case components (as well as "tricks-of-the-trade") to improve overall development of a business case and to construct a winning OMB Exhibit 300. This course provides a systematic walk-through of the OMB Exhibit 300 requirements, and illustrates not only what goes into the OMB Exhibit 300, but also how it is evaluated. With the help of subject-matter experts, students view the OMB Exhibit 300 from the perspective of a project-team member, and receive hands-on experience in the task of evaluating OMB 300's.

Learning Objectives:

- Identify ways to increase business-case quality/OMB Exhibit 300 submissions
- Use relevant guidance and instructions to develop responses to OMB Exhibit 300 elements for both *IT* and *constructed asset* examples
- Recognize the relationship between the federal budget cycle and the OMB Exhibit 300 submission
- Ensure consistency within your OMB Exhibit 300 by writing to the technical level of your readers and reducing jargon
- Use best practices to develop business cases for the submission of the OMB Exhibit 300
- Demonstrate an understanding of OMB's scoring system by scoring a sample OMB Exhibit 300

Target Audience: Project managers, project-team members, capital planners, budget and finance managers, anyone interested in or involved with writing business cases

Date/Location:

• November 14–15, 2006

Washington, DC

Time: For specific class time and room location, go to: www.doi.gov/training.

Competencies Addressed: Written Communication, Technology Management, Decisiveness, Accountability

Tuition: All federal employees...\$380

Building Successful Customer Relations Course Description: New Class



Course Description:

This is an interactive course focusing on a variety of customer-relations "winning strategies" that can be implemented immediately and assure results. Participants will be better able to identify who their customers are, and will learn to deal with high-pressure/conflict situations that occur in any position where the public is served.

Learning Objectives:

- Understand the importance of good customer relations
- Identify and clearly understand who your customers are
- Increase self-awareness to sharpen communication and interactive skills
- Improve ability to deal with angry, hostile or aggressive individuals
- Interpret individuals' non-verbal messages and react to them appropriately

Target Audience: All federal employees wanting to improve their customer-service skills

Date/Location:

 October 18, 2006 Washington, DC Denver, Colorado • June 20, 2007

Time: For specific class times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Written Communication, Listening

Tuition: DOI employees None Other federal employees.....\$200

The Business of Writing: A Step-by-Step Approach to Writing at Work

Course Description:

The best writers in all arenas follow some sort of writing process. This course will help participants develop their own step-by-step approach to on-the-job writing. Participants will practice writing e-mails, memos, letters, brief reports, and other business documents, and will receive individual suggestions for their writing. Points of grammar and usage will be covered as needed. Pre-course writing samples will help instructors adapt materials to class needs.

Learning Objectives:

- Use an effective process in planning and writing
- State purpose, identify reader, and list major points
- Develop an effective structure
- Write clear, well-organized paragraphs
- Select an appropriate format (e.g., memo, letter, e-mail) and use layout for organization and visual effect
- Demonstrate standard grammar and punctuation usage

Target Audience: This course is appropriate for employees who want to strengthen their writing skills.

Dates/Locations

April 25–26, 2007
 July 24–25, 2007
 Denver, Colorado
 Anchorage, Alaska

Time: For specific times and room locations, go to: www.doi.gov/training

Competencies Addressed: Written Communication, Business Acumen

Tuition: DOI employees.......None Other federal employees.......\$250

Writing about Technical Subjects

Course Description:

Technical subjects present a special challenge to the writer. This course is designed to enable participants to analyze and comprehend effective language use, and apply this comprehension in sentence and paragraph development; to collect, evaluate, and interpret information for technical reports; and to organize information into clear, concise and accurate technical forms (such as the OMB Exhibit 300). In this course, participants use the writing process to present a set of technical data to a variety of readers. Instructors will offer individual comments on pre-course writing samples and in-class work. Students are encouraged to use real-work examples wherever possible.

Learning Objectives:

- Write clear, readable technical documents
- Adapt and follow a standard writing process
- Identify and clearly state purpose
- Write to the technical level of your readers; reduce jargon
- Present appropriate data clearly; use graphics effectively
- Demonstrate standard grammar and punctuation usage

Target Audience: All federal employees wanting to improve their ability to organize, write, and edit technical documents and reports.

Dates/Locations:

• January 10–11, 2007

• March 6–7, 2007

• April 10 & 12, 2007

• April 17–18, 2007

Anchorage, Alaska

Denver, Colorado

Washington, DC

Albuquerque, New Mexico

Time: For specific times and room locations, go to: www.doi.gov/training

Competency Addressed: Written Communication

Tuition: All federal employees...\$300

Writing Foundations I: Basics in Grammar, Punctuation, and Word Usage

Course Description:

In this two-day course, participants learn to improve the *correctness* of their writing by reviewing principles of English grammar and punctuation. They will practice writing correct sentences, and learn to recognize and avoid the most-common errors in English usage. In addition, they will review spelling rules and exceptions, as well as discover ways of remembering correct spelling and word-use. Employees who write, edit, or proofread, as well as those who are called upon to speak in public, will find this a valuable refresher course in basic English grammar, usage, and punctuation.

Learning Objectives:

- Write clear, effective sentences
- Practice standard uses of punctuation marks
- Identify and correct common non-standard grammar patterns (e.g., subject-verb and pronounantecedent disagreement, who-whom errors, sentence fragments and splices)
- Understand and use active and passive voice effectively
- Follow standard patterns of capitalization and number use
- Identify 100 commonly misspelled words

Target Audience: This class is designed for all employees who need to learn or review the fundamentals of grammar and punctuation.

Dates/Locations:

October 24–25, 2006
December 12–13, 2006
December 12–13, 2006
July 18–19, 2007
Washington, DC
Albuquerque, New Mexico
Anchorage, Alaska
Denver, Colorado

Time: For specific class times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Written Communication, Attention to Detail, Organization

Tuition: DOI employees.......None Other federal employees......\$250

Writing Foundations II: Choosing and Using Just the "Write" Word

Course Description:

People who can choose and use just the right words are more productive, and enjoy greater career success. In this course, participants will learn how to build an effective vocabulary, and how to sharpen speech and writing skills by selecting the words that work best. This seminar also focuses on thirty pairs of most-frequently confused words (like *adverse-averse*, *flaunt-flout*, *regime-regimen*, *affect-effect*). Participants will receive a clear explanation of the different word meanings, practice using them, and learn mnemonics for remembering them.

Learning Objectives:

- Recognize importance of vocabulary to productivity and career success
- Use job-specific terms accurately
- Use common roots and prefixes as building blocks and spelling aids
- Recognize and use connotation and denotation in word choice
- Correctly use commonly misused words
- Choose and use appropriate references
- Plan for continuing vocabulary growth
- Identify problem pairs
- Analyze reasons for confusion
- Develop effective memory aids

Target Audience: DOI employees who want to improve vocabulary, spelling and communication skills

Dates/Locations:

January 30–31, 2007March 13–14, 2007

Washington, DC Albuquerque, New Mexico

Time: For specific class times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Written Communication, Listening

Tuition: DOI employees.......None Other federal employees.......\$250

Computer

Introduction to Microsoft Access 2002

Course Description:

This course introduces the basic skills necessary to present data in Access. It includes tasks such as creating relationships, using simple queries, modifying query results, and analyzing tables. Students will learn how to find, filter, and print data. You will learn how to create basic forms, reports, and use the online Help.

Learning Objectives:

- Discuss the concepts and terms related to a relational database management system
- Open a database or create a new database
- Design, create and save tables in a database to provide management information
- Modify the design layout of tables and queries in a database

Target Audience: All federal employees

Prerequisite: Knowledge of the Windows environment

Dates/Location:

November 1–2, 2006
 January 23–24, 2007
 April 4–5, 2007
 June 12–13, 2007
 Washington, DC
 Washington, DC
 Washington, DC

Time: For specific class times and room locations, go to: www.doi.gov/training.

Tuition: DOI employees None Other federal employees\$250

Computer

Intermediate Microsoft Access 2002

Course Description:

This course builds upon the basic concepts of Access. It includes tasks to modify tables, set field properties, use operators in queries, design advanced queries, and create action queries. You will learn how to use advanced query wizards and advanced database features.

Learning Objectives:

- Define relationships and join tables in queries
- Use advanced report features
- Create a report in Design View and learn to save, open and close a report
- Use advanced features of tables and queries

Target Audience: All federal employees

Prerequisites: Knowledge of the Windows environment; Introduction to Microsoft Access 2002

Dates/Location:

• November 15–16, 2006	Washington, DC
• February 13–14, 2007	Washington, DC
• April 25–26, 2007	Washington, DC
• July 10–11, 2007	Washington, DC

Time: For specific class times and room locations, go to: www.doi.gov/training.

Tuition: DOI employees None Other federal employees\$250

Computer

Advanced Microsoft Access 2002

Course Description:

This course introduces more in-depth advanced features of tables and queries in Access. Tasks include using charts, subforms/subreports, ActiveX controls, macros, and switchboards. You will learn how to work with indexes, replicate databases, create custom toolbars, and use Access and the Internet.

Learning Objectives:

- Use ActiveX Controls and other forms techniques
- Design and create macros
- Export data to Excel and Word
- Use expressions in calculation controls, improve accuracy in forms, and work with subforms

Target Audience: All federal employees

Prerequisites: Knowledge of the Windows environment; Introduction to Microsoft Access 2002 for Windows; Intermediate Microsoft Access 2002 for Windows

Dates/Location:

May 16–17, 2007
 August 7–8, 2007
 Washington, DC
 Washington, DC

Time: For specific class times and room locations, go to: www.doi.gov/training.

Tuition: DOI employees None Other federal employees\$250

Introduction to Microsoft Excel 2002

Course Description:

This course introduces the basic skills necessary for productive development of workbooks to prepare worksheets for publication. It includes tasks to explore Excel, work with the Office Assistant, use basic workbook skills, and format text. You will learn how to create simple formulas, work with columns and rows, format cells, and use automatic formatting and styles.

Learning Objectives:

- Create, save, and retrieve an Excel 2002 worksheet
- Create simple formulas and use functions; use AutoSum, AutoCorrect and AutoCalculate
- Format text, numbers, cells and worksheets; use AutoFormat to change data appearance
- Distinguish between the use of Relative and Absolute Cell Referencing

Target Audience: All federal employees

Prerequisite: Knowledge of the Windows environment

Dates/Locations:

• October 24, 2006	Washington, DC
• October 24–26, 2006	Anchorage, Alaska (3 half-days)*
• February 7, 2007	Washington, DC
• March 20–22, 2007	Anchorage, Alaska (3 half-days)*
• April 17, 2007	Washington, DC
• June 14, 2007	Washington, DC
• August 21, 2007	Washington, DC

^{*}If attending in Anchorage, please bring your own laptop loaded with Microsoft Excel 2002

Time: For specific class times and room locations, go to: www.doi.gov/training.

Intermediate Microsoft Excel 2002

Course Description:

This course covers the features used to manage data, worksheets, and workbooks. It includes tasks such as using large worksheets, multiple worksheets, and managing data and files. You will learn how to use range names, other functions, and filter data in a list. Participants will learn how to use HTML files and work with comments.

Learning Objectives:

- Use sort-list function, and find and replace data
- Create and format charts
- Edit multiple worksheets simultaneously
- Use AutoShapes and diagrams

Target Audience: All federal employees

Prerequisites: Knowledge of the Windows environment: Introduction to Microsoft Excel 2002 for Windows

Dates/Locations:

November 8, 2006
November 14–16, 2006
February 28, 2007
March 27–29, 2007
May 2, 2007
July 24, 2007
September II, 2007
Washington, DC

Time: For specific class times and room locations, go to: www.doi.gov/training.

^{*}If attending in Anchorage, please bring your own laptop loaded with Microsoft Excel 2002

Advanced Microsoft Excel 2002

Course Description:

This course is designed to help students learn the more-advanced features available in Excel 2002 for Windows. Students will become familiar with advanced formula construction techniques, more-effective methods for creating formulas using arrays, and methods for organizing their worksheets using outlining and other techniques. You will learn methods to eliminate repetitive formatting, and worksheet construction using styles and templates.

Learning Objectives:

- Use advanced functions, including VLOOKUP and HLOOKUP; use the IF function and the ISERROR function; and use an AND condition with IF
- Create and modify pivot tables, view different levels of pivot-table data, create lists of individual records or details in a pivot table, and understand the process of converting Excel crosstab-table information into Excel 2002 pivot tables
- Analyze data using features available through the Excel 2002 for Windows Analysis ToolPak

Target Audience: All federal employees

Prerequisites: Knowledge of the Windows environment; Introduction to Microsoft Excel 2002; Intermediate Microsoft Excel 2002

Dates/Location:

• November 14, 2006	Washington, DC
• March 8, 2007	Washington, DC
• May 9, 2007	Washington, DC
• July 12, 2007	Washington, DC
• September 25, 2007	Washington, DC

Time: For specific class times and room locations, go to: www.doi.gov/training.

Introduction to Microsoft PowerPoint 2002

Course Description:

This course explores the graphical presentation package used in the Windows environment. You will learn how to create a presentation and work with the Office Assistant using basic presentation skills.

Learning Objectives:

- Create and edit multiple presentation slides
- Use all options associated with title and bulleted slides; including text attributes
- Work with drawing objects
- Use Slide Show view and the online Help

Target Audience: All federal employees

Prerequisite: Knowledge of the Windows environment

Dates/Locations:

October 25, 2006 Washington, DCJanuary 17, 2007 Washington, DC

• January 23–25, 2007 Anchorage, Alaska (3 half-days)*

• June 19, 2007 Washington, DC

• July 10–12, 2007 Anchorage, Alaska (3 half-days)*

Time: For specific class times and room locations, go to: www.doi.gov/training.

^{*}If attending in Anchorage, please bring your own laptop loaded with Microsoft PowerPoint 2002.

Advanced Microsoft PowerPoint 2002

Course Description:

This advanced course covers use of various editing tools to create effective presentations.

Participants will perform tasks such as creating basic charts, creating and using tables, and customizing presentations for a particular audience.

Learning Objectives:

- Set up the slide show, including timings, transitions and continuous loops
- Create custom charts, including changing the data in a series
- Edit and import charts
- Add special effects, including animation, sound and video

Target Audience: All federal employees

Prerequisites: Knowledge of the Windows environment: Introduction to Microsoft PowerPoint 2002

Dates/Location:

January 18, 2007 Washington, DC
March 22, 2007 Washington, DC
August 15, 2007 Washington, DC

Time: For specific class times and room locations, go to: www.doi.gov/training.

Introduction to Microsoft Project 2002

Course Description:

This course is designed to provide the skills necessary for using the fundamental features of Microsoft Project 2002. You will learn how to schedule and organize tasks, adjust resources, assign costs, and work with the critical path.

Learning Objectives:

- Start and manage a project
- Assign task durations, and set task constraints and resources
- Set a baseline, and track progress against the baseline
- View the project on screen, and print project reports

Target Audience: This course is designed for people who want to use Microsoft Project 2002 as a tool to streamline the projects they manage.

Prerequisite: Knowledge of the Windows environment

Dates/Location:

• December 13–14, 2006	Washington, DC
• January 31–February 1, 2007	Washington, DC
• March 28–29, 2007	Washington, DC
• August 22–23, 2007	Washington, DC

Time: For specific class times and room locations, go to: www.doi.gov/training.

Microsoft Word 2002 Refresher

Course Description:

In this course, students will review basic theory and practical skills necessary to effectively use Microsoft Word. Common problems, their solutions, and helpful shortcuts will be discussed. This course is geared toward students who have taught themselves Microsoft Word, migrated from another word processor in the past, and/or upgraded through several versions of Microsoft Word.

Learning Objectives:

- Understand how MS Word "thinks"
- Know differences between character, section and paragraph formatting
- Find shortcuts and hidden characters
- Understand the four views in MS Word
- Review menu items Tools, Customize and Tools, Options

Target Audience: All federal employees

Prerequisite: Introduction to Microsoft Windows

Dates/Location:

February 6–8, 2007
 July 17–19, 2007
 Anchorage, Alaska (3 half-days)*
 Anchorage, Alaska (3 half-days)*

Time: For specific class times and room locations, go to: www.doi.gov/training.

^{*}If attending in Anchorage, please bring your own laptop loaded with Microsoft Word 2002.

Introduction to Microsoft Word 2002

Course Description:

This course is an overview of the capabilities of Word 2002 as a word-processing program. Designed for those with little or no previous experience in Word, the class will include exercises designed to familiarize you with its different features. You will learn how to use the basic commands, and will improve your understanding of how a word-processing program can help you in your environment.

Learning Objectives:

- Create, edit, and save a document
- Perform operations with the mouse, as well as the keyboard
- Create and edit headers, footers, and page numbers
- Work with multiple documents in memory at the same time

Target Audience: All federal employees

Prerequisite: Knowledge of the Windows environment

Dates/Location:

October 31, 2006
January 16, 2007
May 1, 2007
Washington, DC
Washington, DC
Washington, DC

Time: For specific class times and room locations, go to: www.doi.gov/training.

Intermediate Microsoft Word 2002

Course Description:

Intermediate Microsoft Word 2002 covers many of the features that can make everyday tasks quicker and easier. You will learn how to insert dates and symbols, use AutoFormat, edit tables, and apply borders and shading.

Learning Objectives:

- Format documents with newspaper-style columns
- Insert graphics, and use charts and diagrams
- Use Word HTML features
- Prepare documents by merging one file with a separate data file

Target Audience: All federal employees

Prerequisites: Knowledge of the Windows environment: Introduction to Microsoft Word 2002

Dates/Location:

November 7, 2006
March 20, 2007
July 25, 2007
Washington, DC
Washington, DC
Washington, DC

Time: For specific class times and room locations, go to: www.doi.gov/training.

Advanced Microsoft Word 2002

Course Description:

This course is designed for those who wish to increase their word-processing skills in the areas of multi-page document management and desktop publishing. Participants will prepare a table of contents and an index, set up footnotes, use revision marks, and insert annotation. You will be introduced to the use of programming using Word's macro capability, and to graphics and WordArt.

Learning Objectives:

- Import Excel spreadsheets and use macros and forms
- Sort table data and use formulas in tables
- Create and use Bookmarks
- Enhance text using WordArt
- Create master documents and customize Word preferences

Target Audience: All federal employees

Prerequisites: Knowledge of the Windows environment: Introduction to Microsoft Word 2002; Intermediate Microsoft Word 2002

Dates/Location:

November 29, 2006
April 10, 2007
August 1, 2007
Washington, DC
Washington, DC

Time: For specific class times and room locations, go to: www.doi.gov/training.

Introduction to HTML 4.01

Course Description:

In this course, participants will learn how to use good HTML (Hypertext Markup Language) coding practices to create Web pages that work in the ever-changing world of web development. Students will learn concepts and practice tasks that foster the transition from HTML to XHTML 1.0.

Learning Objectives:

- Use a text editor to set up both global and content structures of an HTML document
- Create links to locations within a site and out to other sites on the Internet
- Format Web page content by using both non-deprecated HTML tags and Cascading Style Sheets
- Incorporate graphics into Web pages as embedded images, links, and backgrounds

Target Audience: Participants enrolling in this course should possess fundamental knowledge of personal computing and Internet technology.

Prerequisites: Knowledge of the Windows environment, Internet Fundamentals

Date/Location:

• March 14–15, 2007 Washington, DC

Time: For specific class times and room locations, go to: www.doi.gov/training.

Advanced HTML 4.01

Course Description:

This course teaches students how to work with forms, tables for layout and frames. It will also use CSS (Cascading Style Sheets) and introduce the use of scripts to add interactivity to a Web page. Students will learn how to create Web sites with a variety of HTML elements and attributes, and create well-formed code that complies with the XHTML standard.

Learning Objectives:

- Modify tables and create nested tables
- Create web forms with a variety of different controls
- Apply the meta tag and understand how JavaScript is embedded into HTML documents
- Use style sheets (CSS) to design Web documents

Target Audience: Participants enrolling in this course should have a solid foundation in HTML basics or should already have taken Introduction to HTML 4.01, the first course in this two-part series.

Prerequisites: Knowledge of the Windows environment, Introduction to HTML, Internet Fundamentals

Date/Location:

• April 11–12, 2007 Washington, DC

Time: For specific class times and room locations, go to: www.doi.gov/training.

Project Management Concepts

Course Description:

This course is designed for students who are new to project management. You will learn how project-management tools and techniques are used to establish, schedule, manage, and close a project. The course addresses risk management and contingency planning, as well as project reporting. It does not make use of any particular project-management software, but focuses on the conceptual underpinnings that students must have in order to use any project-management software application effectively.

Learning Objectives:

- Explain the project life cycle
- Discuss the role of project manager
- Identify what makes a project successful

Target Audience: This course is primarily for new project managers or those serving on a project team.

Prerequisite: Knowledge of the Windows environment

Dates/Location:

November 7, 2006
Anchorage, Alaska
December 12, 2006
Washington, DC
January 30, 2007
Washington, DC

Time: For specific class times and room locations, go to: www.doi.gov/training.

Advanced Microsoft Project 2002

Course Description:

This course is designed to provide students with the skills necessary to use most of the advanced features of Microsoft Project 2002. It will build on knowledge gained in the introductory course, and give students the opportunity to work with the advanced features of a project plan.

Learning Objectives:

- Analyze multiple projects to apply advanced features
- Use baselines, project tracking, and data distribution
- Evaluate and finalize a project
- Use HTML and web features

Target Audience: This course is designed for students who have a clear understanding of the introductory course, and need to learn and use some of the advanced features of the application.

Prerequisites: Knowledge of the Windows environment, Introduction to Microsoft Project 2002

Dates/Location:

February 2I–22, 2007
June 26–27, 2007
Washington, DC
Washington, DC

Time: For specific class times and room locations, go to: www.doi.gov/training.

Appropriations Law Seminar

Course Description:

This course introduces participants to the basic federal budget process. Course discussions include: The Anti-Deficiency Act, sources of appropriations law, flexibilities and limitations in the use of appropriations; what constitutes a legal obligation; proper recording of obligations such as contracts, salaries and grants; and what to do when more than one fund is available. (First of three core courses for the Federal Financial Management Certificate Program)

Learning Objectives:

- Determine the availability of appropriations as to purpose, time and amount
- Ensure the legal obligation of funds
- Ensure that obligations are charged to the correct fund sources
- Avoid violations of the Anti-Deficiency Act

Target Audience: Budget analysts, accountants, auditors, contracting officers and program managers

Date/Location:

• February 5–8, 2007

Anchorage, Alaska

Time: for specific time and room location, go to www.doi.gov/training.

Competencies Addressed: Budget concepts and Processes, Budget Presentation and Justification, Planning, Budgeting and Accountability, Federal Accounting, Basic Government Accounting/ Operations

CPE Credits: 32



Assistance Agreement—Development and Award

Course Description:

This class provides participants with an overview and understanding of the federal government's assistance agreements process. The course is based on the direction provided by the Federal Grant and Cooperative Agreement Act as modified by Public Law 106-107 and implemented by relevant OMB circulars.

Learning Objectives:

- Understand and apply the Federal Grant and Cooperative Agreement Act and Office of Management and Budget circulars
- Describe types of recipients and the process for selection
- Understand and apply cost principles
- Discuss administrative requirements and responsibilities

Target Audience: This course is designed for obligating officials and program/resource personnel involved in the formation and award of assistance agreements

Dates/Locations:

November 28–30, 2006
 August 7–9, 2007
 Anchorage, Alaska
 Anchorage, Alaska

Time: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Federal Financial Assistance Process

CPE Credits: 24

Basic Standard General Ledger Accounting New Class

Course Description:

This is a basic class for federal personnel who need to learn how to use the US Standard General Ledger to record budgetary and proprietary accounting events. This class will explain the basic structure of the standard posting entries and when they are applied.

Learning Objectives:

- Understand the legal requirements and OMB guidance for implementing the Standard General Ledger
- Describe the features of the Standard General Ledger
- Analyze and integrate the Standard General Ledger into the accounting cycle

Target Audience: Accountants, financial specialists and managers

Prerequisites: Persons taking this class should understand basic accounting procedures and processes.

Date/Location:

• March 6–8, 2007

Washington, DC

Time: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Federal Accounting Concepts and Standards

CPE Credits: 16

Contracting Officer's Representative Course (CORs, COTRs) Basic Certification

Course Description:

This comprehensive course is designed to make non-contracting personnel familiar with the federal acquisition process, as well as provide them the knowledge and skills to carry out their responsibilities as representatives of contracting officers. The course presents an overview of the acquisition process, and focuses on the COR and COTR delegation and responsibilities, in addition to ethics in government contracting.

Learning Objectives:

- Know COR delegation and responsibilities
- Initiate the requirement for and solicitation of offers
- Develop technical-evaluation and source-selection skills
- Monitor contractor performance, and deal with unsatisfactory performance

Target Audience: Non-contracting personnel who represent contracting officers, including Contracting Officer's Representatives (CORs), Contracting Officer's Technical Representatives (COTRs), Technical Officers (TOs) and Project Officers (POs)

Dates/Locations:

 October 16–20, 2006 Washington, DC • October 30-November 3, 2006 Anchorage, Alaska • November 27–December 1, 2006 Albuquerque, New Mexico Denver, Colorado December 4–8, 2006 • February 5–9, 2007 Washington, DC • February 26–March 2, 2007 Denver, Colorado • March 5–9, 2007 Albuquerque, New Mexico March 5–9, 2007 Anchorage, Alaska Denver, Colorado • June 18–22, 2007 Washington, DC • June 18–22, 2007 • July 16–20, 2007 Albuquerque, New Mexico

Time: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed: The latest version of the Federal Acquisition Institute's "Contracting Officer's Representative Training Blueprints" identifies competencies addressed in this course.

Washington, DC

CPE Credits: 40

September 17–21, 2007

Critical Thinking and Problem Solving New Class

Course Description:

This course is designed for professionals who want to learn how to change their ways of thinking in order to achieve breakthroughs on problems in the workplace. Participants will explore both the meaning and the process of critical thinking. Discussions will also address framing the problem, the power of questioning and reflecting, understanding and evaluating data, argument structure, reasoning and communication, avoiding thinking traps, and weighing the impact of possible solutions.

Learning Objectives:

- Identify your style and patterns of thinking
- Clearly define problems
- Use questioning techniques to obtain information needed from others
- Critically examine and evaluate data
- Solve problems faster with flexible thinking
- Adapt your thinking to navigate through unexpected events
- Present your perspective to others at all levels of the organization

Target Audience: All federal employees wanting to develop new ways of thinking and solving problems

Dates/Locations:

• December 12–14, 2006 Washington, DC

 March 20–22, 2007 Albuquerque, New Mexico

Denver, Colorado • April 10–12, 2007

Time: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Problem Solving, Flexibility

CPE Credits: 24

Essentials of Analysis New Class

Course Description:

This course focuses on the fundamentals of analysis, including problem identification, data gathering, data analysis and interpretation, and reporting analysis results to support decision making. Topics include overview of an analysis model, application of analysis in the public and private sectors, research statements and study plans, surveys and interviews, and written and oral communication of analysis results.

Learning Objectives:

- Translate your organizational issue into a manageable study
- Write a research statement
- Develop a study plan
- Develop and administer a brief survey
- Develop interview questions and conduct short interviews
- Analyze data using descriptive statistics (mean, median, mode, range, variance, standard deviation, frequencies)
- Develop an outline for an executive summary in a report of study results

Target Audience: All federal employees involved in analysis-related activities

Dates/Locations:

• March 13–15, 2007 Washington, DC

• July 24–26, 2007 Albuquerque, New Mexico

• August 14–16, 2007 Denver, Colorado

Time: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Problem Solving; Oral Communication; Written Communication

CPE Credits: 24

Federal Appropriations Law

Course Description:

This course introduces the federal budget process, the different types of authority, and basic controls and restrictions that limit the use of federal resources. Discussion topics will include: The Anti-Deficiency Act, appropriations and resource classifications, fundamentals of appropriations law, management discretion and comptroller decisions and guidance.

Learning Objectives:

- Understand how resources are requested and approved
- Understand and explain the different types of appropriations
- Discuss the general guidelines for controlling the use of federal resources
- Explain the limitations and flexibility regarding the use of federal resources

Target Audience: Any federal employee who aspires to understand the federal appropriations process and its implications for federal agencies and their programs

Dates/Locations:

November 29–30, 2006
 December 13–14, 2006
 Sacramento, CA
 Albuquerque, NM

Time: For specific class times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Budget Concepts and Processes, Budget Presentation and Justification, Planning, Budgeting and Accountability, Federal Accounting, Basic Government Accounting/ Operations

CPE Credits: 16



Federal Appropriations Law Refresher Course Description:

Course Description:

This course is a review of the basic appropriations-law controls and restrictions that limit the use of federal resources. It is designed to reinforce the existing principles and concepts, while addressing the changes and updates of the last few years.

Learning Objectives:

- Recognize and apply changes to appropriations law
- Research questions on fiscal-law topics

Target Audience: Any federal employee needing a refresher on the federal appropriations process and its implications for federal agencies and their programs

Prerequisite: Federal Appropriations Law Course

Dates/Locations:

• February 1, 2007 Denver, Colorado March 22, 2007 Washington, DC

Time: For specific class times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Budget Concepts and Processes, Budget Presentation and Justification, Planning, Budgeting and Accountability, Federal Accounting, Basic Government Accounting/ Operations

CPE Credits: 16



Intermediate Standard General Ledger

Course Description:

This is a basic class for federal personnel who plan to attend Advanced Standard General Ledger Accounting, but who first need a refresher on how to use the US Standard General Ledger for recording budgetary and proprietary accounting events. Using lecture and exercises, this class will review the basic structure of the standard posting entries, and discuss the treasury's published guidance documents.

Learning Objectives:

- Understand the structure and use of the Treasury Financial Manual Supplement for the U.S. Standard General Ledger and the supplement for Treasury Account Fund Symbols, the FASTbook
- Review the flow of transactions both for direct appropriated funds and reimbursable operations in case-study format (which allows for student interaction and information reinforcement)

Target Audience: Accountants, accounting technicians, budget personnel (with an understanding of accounting), and accounting managers who have had previous experience or a basic class in Standard General Ledger accounting

Date/Location:

• January 30–31, 2007

Denver, Colorado

Time: For specific time and room location, go to: www.doi.gov/training.

Competencies Addressed: Federal Accounting, Basic Government Accounting/Operations, Budgeting, Accounting/Business Practices

CPE Credits:



Internal Controls: Meeting the Federal Requirements for Accountability

Course Description:

This course provides participants a strong foundation in control-system requirements, as well as guidance for incorporating control systems into their activities in order to reduce the risk of waste, fraud and mismanagement, and to discharge their responsibility for accountability. The impact of the Sarbanes-Oxley Act and other initiatives on federal internal-control practices will be discussed, as will the latest internal guidance and the role of federal managers in the internal-control process.

Learning Objectives:

- Organize the management-control process
- Identify an organization's assessable units
- Conduct risk-assessment of assessable units
- Perform a management-control review and test controls
- Evaluate control systems and identify vulnerabilities
- Determine the cause of control weaknesses

Target Audience: Managers, supervisors, management-control-program administrators, program managers and project managers

Dates/Locations:

January 30–February 1, 2007
 February 6–8, 2007
 February 27–March 1, 2007
 Albuquerque, New Mexico Washington, DC
 Denver, Colorado

Time: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Problem Solving, Accountability, Integrity/Honesty

CPE Credits: 24



Introduction to Grants and Cooperative Agreements

Course Description:

This course provides a basic, working knowledge of the federal financial assistance process from preaward through closeout.

Learning Objectives:

- Discuss the legal authorities governing federal-assistance programs
- Review the government-wide program-announcement template
- Explore the application-technique review process
- Discuss audit requirements applicable to recipients of federal funds
- Determine appropriate actions at the end of the grant period

Target Audience: Federal personnel who award or administer grants and/or cooperative agreements

Date/Location:

• January 30–February 1, 2007

Anchorage, Alaska

Time: For specific class time and room location, go to www.doi.gov/training.

Competency Addressed: Federal Financial Assistance Administration

CPE Credits: 24

New Class

Leading and Managing Change

Course Description:

This course provides participants with the knowledge and skills to initiate and manage change in their organizations. Discussions will revolve around the importance of analyzing political, structural, and resource issues when planning for successful change. Participants will learn how to identify ways of counteracting resistance to change, and how to measure and sustain organizational change.

Learning Objectives:

- Apply a change-management process to a problem or change-opportunity within your organization
- Analyze the human and organizational readiness for change
- Plan for successful change by involving stakeholders, defining roles and responsibilities, identifying resources, setting a schedule and establishing change-process measurements
- Implement change by managing the project/technical aspects of the change and facilitating the human/emotional side of the change

Target Audience: Managers, supervisors, team leaders, project managers and other professionals wanting to improve their ability to manage change

Dates/Locations:

• January 17–18, 2007

• May 22–23, 2007

• June 12–13, 2007

Washington, DC

Albuquerque, New Mexico

Denver, Colorado

Time: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Influencing/Negotiating, Flexibility, Resilience, Problem Solving

CPE Credits: 16

Simplified Acquisition Refresher New Class



Course Description:

This course explores complex issues through extensive practical exercises (most based on actual legal decisions) and class participation. Topics will include basis for simplified acquisition procedures, planning for simplified acquisitions, priorities for determining sources, open-market acquisition, methods of buying and ordering, and contract administration.

Learning Objectives:

- Discuss recent changes affecting simplified acquisitions
- Explore complex issues in the area of simplified acquisitions

Target Audience: Federal employees wanting to brush up on simplified acquisition procedures and those requiring warrant-maintenance training

Time: For specific class times and room locations, go to: www.doi.gov/training.

Dates/Locations:

 November 14–16, 2006 Albuquerque, New Mexico

• March 20–22, 2007 Denver, Colorado

Competency Addressed: Financial Management

CPE Credits: 24

Basic Simplified Acquisition Procedures

Course Description:

This course provides the participant information about simplified acquisition procedures and required sources, including thresholds that currently apply to purchasing under the revised Part 8 and Part 13 of the FAR. It is suitable for new and experienced purchasing and contracting personnel.

Learning Objectives:

- Know the federal acquisition process
- Identify the standards of conduct for procurement officers
- Know how to acquire supplies from established sources on the open market
- Describe the use of Requirement Documents/Credit Cards/Blanket Purchase Agreements

Target Audience: Employees making small purchases of goods and services available from federal supply schedules or from the open market that fall within the simplified acquisition threshold.

Dates/Locations

December 4–8, 2006
March 5–9, 2007
Washington, DC
Washington, DC

Time: For specific times and room locations, go to: www.doi.gov/training.

Temporary Duty (TDY) Travel

Course Description:

This course provides participants with an opportunity to better understand the Federal Travel Regulations and get up-to-date information on recent changes. The course focuses on temporary-duty travel allowances and responsibilities in the various areas of civilian travel.

Learning Objectives:

- Identify and apply the rules as prescribed in the Federal Travel Regulations
- Identify reimbursements for civilian employees on official business
- Determine transportation allowances advantageous to the government
- Determine requirements for submitting voucher claims

Target Audience: All employees (e.g., supervisors, managers, authorizing/certifying officials and frequent travelers) who are involved in travel management

Dates/Locations:

November 1–2, 2006
January 23–26, 2007
January 24–25, 2007
April 11–12, 2007
Washington, DC
Washington, DC

• June 19–20, 2007 Albuquerque, New Mexico

Time: For specific times and room locations, go to: www.doi.gov/training.



Understanding Budget Formulation and Execution

Course Description:

This course is designed to take participants through the budget formulation and execution process, while providing effective tools and techniques for implementation.

Learning Objectives:

- Recognize federal budgeting, appropriations and their after-life, apportionments, allotments, expenditures, commitments and obligations; and formulas
- Prepare a budget
- Know the importance of analysis
- Construct a budget and prepare supporting documentation

Target Audience: Budget, program and administrative personnel, analysts, managers and supervisors, and other federal employees involved with budget preparation

Dates/Locations:

• January 22–26, 2007

Washington, DC

• March 13–15, 2007

Anchorage, Alaska

Time: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed:

Budget Concepts and Processes, Planning, Budgeting and Accountability/Business Practices

CPE Credits: 24

FPPS/Payroll

The following courses are offered through NBC Denver, and are scheduled on a quarterly basis. For the most-recent course schedules, please go to the DOIU website at www.doi.gov/training. For registration information, please call the DOIU Denver Leadership and Performance Center at 303-969-5630.

Quicktime Time and Attendance (T&A) Web-based Training

Quicktime is a web-based automated Time and Attendance (T&A) system that allows employee entry of time, as well as traditional timekeeper data entry. There are four modules of instructor-led training for the different roles within the Quicktime software.

Administrator Module • Six Hours

The Quicktime administrator module provides instruction on how to establish and maintain system configuration, maintain passwords, add employees, define employee relationships, set up offices, produce interface files with the Federal Personnel/Payroll System (FPPS), and run reports.

Learning Objective:

 Gain specific knowledge and experience using the Quicktime automated system covering the role of an administrator

Target Audience: Employees, NBC customers and clients who have little or no experience using the Quicktime automated system

<u>Timekeeper Module • Four Hours</u>

The Quicktime timekeeper module provides instruction on how to establish employee profiles, validate employee time-and-attendance (T&A) online records, and maintain historical T&A records in a timely manner.

Learning Objective:

 Gain specific knowledge and experience using the Quicktime automated system covering the responsibilities and duties of a timekeeper

Target Audience: Employees with T&A administrator responsibilities who have little or no experience using the Quicktime automated system

Certifier Module • Two hours

The Quicktime Certifier module provides instruction on how to certify the accuracy of employees' biweekly Time and Attendance (T&A) online records, approve or disapprove leave and extra hours requests, and run reports.

Learning Objective:

 Gain specific knowledge and experience using the Quicktime automated system covering the role of a certifier

Target Audience: Employees with certifier responsibilities who have little or no experience using the Quicktime automated system

Employee Module • Two hours

The Quicktime employee module provides instruction on how to input and verify a biweekly Time and Attendance (T&A) record online, and how to enter leave and extra-hours requests.

Learning Objective:

 Gain specific knowledge and experience using the Quicktime automated system covering the role of an employee

Target Audience: Employees who have little or no experience using the Quicktime automated system

FPPS/Payroll

Federal Personnel/Payroll System (FPPS) Training

Web FPPS Requesting Office (RO) (using a web browser) Four Hours

Class exercises demonstrate ways to initiate, change, and track an SF-52 generated by the RO using a web browser.

Learning Objective:

• Gain specific knowledge and experience processing an SF-52 Request for Personnel Action through the online, integrated, real-time Federal Personnel/Payroll System (FPPS)

Target Audience: Employees working in an RO who have little or no experience using the FPPS to process actions

FPPS Requesting Office (RO) (using 3270 screen emulation) • Four Hours

Class exercises use 3270 screen emulation to give practice in ways of initiating, changing, and tracking an SF-52 generated by the RO.

Learning Objective:

• Gain specific knowledge and experience processing an SF-52 Request for Personnel Action through the online, integrated, real-time Federal Personnel/Payroll System (FPPS)

Target Audience: Employees working in an RO who have little or no experience using the FPPS to process actions

Web FPPS Servicing Personnel Office (SPO) (using a web browser) • Two Days

Class exercises demonstrate ways to process the most common types of SF-52s and to maintain employee and position information using a web browser. *Note:* This class does not cover the Requesting Office (RO) processes – see Web FPPS Requesting Office (RO).

Learning Objective:

• Gain specific knowledge and experience processing an SF-52 Request for Personnel Action from the Requesting Office (RO) to a completed SF-50 Notification of Personnel Action through the online, integrated, real-time Federal Personnel/Payroll System (FPPS)

Target Audience: Employees working in a SPO who have little or no experience using the FPPS to process actions

FPPS Servicing Personnel Office (SPO) (using 3270 screen emulation) • Two Days

Class exercises cover the commands used to process the most common types of SF-52s and how to maintain employee and position information using 3270 screen emulation. *Note:* This class does not cover the Requesting Office (RO) processes—see FPPS Requesting Office (RO).

Learning Objective:

• Gain specific knowledge and experience processing an SF-52 Request for Personnel Action from the Requesting Office (RO) to a completed SF-50 Notification of Personnel Action through the online, integrated, real-time Federal Personnel/Payroll System (FPPS)

Target Audience: Employees working in a SPO who have little or no experience using the FPPS to process actions

Web FPPS Time and Attendance (T&A) (using a web browser) • 1 day

Students process actions in the Federal Personnel/Payroll (FPPS) Time and Attendance (T&A) Input System using a web browser. Class exercises cover ways to initiate, change, reassign, certify, release, and track a T&A. Note: This class does not cover pay-update processes.

Learning Objective:

Gain specific knowledge and experience processing employee time-and-attendance (T&A)
records through the online, integrated, real-time FPPS

Target Audience: Timekeepers responsible for processing time-and-attendance (T&A) records who have little or no experience using the FPPS T&A Input System

FPPS Time and Attendance (T&A) (using 3270 screen emulation) • 1 day

Students process actions in the Federal Personnel/Payroll (FPPS) Time and Attendance (T&A) Input System using 3270 screen emulation. Class exercises cover how to initiate, change, reassign, certify, release, and track a T&A. Note: This class does not cover pay-update processes.

Learning Objective:

• Gain specific knowledge and experience processing employee time-and-attendance (T&A) records through the online, integrated, real-time FPPS

Target Audience: Timekeepers responsible for processing T&A records who have little or no experience using the FPPS T&A Input System

Web FPPS Security (using a web browser) • Two Days

This class covers all aspects of the Federal Personnel/Payroll System (FPPS) Security Administrator and Security Point-of-Contact (SPOC) functionality. Using a web browser, students will learn to set up offices, users, and route paths in the FPPS.

Learning Objective:

 Gain specific knowledge and experience establishing and maintaining offices, user-related authorities, and SF-52 route paths through the online, integrated, real-time FPPS

Target Audience: Employees who are designated as their agency security administrators and/or their agency security points-of-contact who have little or no experience using the FPPS to establish or to maintain offices, users, and route paths

FPPS Security (using 3270 screen emulation) • Two Days

This class covers all aspects of the Federal Personnel/Payroll System (FPPS) Security Administrator and Security Point-of-Contact (SPOC) functionality. Using 3270 screen emulation, students will learn to set up offices, users, and route paths in the FPPS.

Learning Objective:

 Gain specific knowledge and experience establishing and maintaining offices, user-related authorities, and SF-52 route paths through the online, integrated, real-time FPPS

Target Audience: Employees who are designated as their agency security administrators and/or their agency security points-of-contact who have little or no experience using the FPPS to establish or to maintain offices, users, and route paths

FPPS Security Planning Workshop • Two Days

This planning workshop is designed to provide Federal Personnel/Payroll System (FPPS) clients with information covering all aspects of the FPPS Security Administrator and Security Point-of-Contact (SPOC) responsibilities prior to implementation onto the FPPS. Students will participate in discussions, and work through exercises to establish new-user IDs; to reset passwords; and to identify office types, office printers, user types, data-access definitions, FPPS command selections, servicing personnel office screen selections, signature authorities, and route-path requirements for their agency as well as the options that exist for processing personnel actions. Discussion of timekeepers' security roles and responsibilities will also be covered if applicable to the agency.

Learning Objective:

Gain specific knowledge and experience establishing and maintaining offices, user-related authorities, and SF-52 route paths through the online, integrated, real-time FPPS

Target Audience: Employees designated as security administrators and/or security points-of-contact with little or no experience using the FPPS. This workshop should be attended prior to implementation onto the FPPS and before taking the Web FPPS Security training

Basic Datamart • Two Days

This two-day class is designed to teach end-users how to build queries and reports using the Federal Personnel/Payroll (FPPS) Datamart Brio Insight product. Participants access Brio query documents from the web. Students learn how to build queries using pre-built data models, how to create reports, and how to analyze data. Topics covered will be reinforced by frequent exercises.

Prerequisites: Knowledge of FPPS data, Windows experience, and some query experience

Learning Objective:

 Gain specific knowledge and experience on how to extract data from FPPS Datamart by creating and modifying various queries using ad-hoc data models, and how to manipulate, modify, and format the data

Target Audience: DOI employees, NBC customers and clients required to query and to create reports with FPPS data

Advanced Datamart • Two Days

This class is designed for users with prior experience using the Federal Personnel/Payroll System (FPPS) Datamart Brio Insight product. Course content will expose the student to the advanced features and functions of this web-based application. Students will use a web browser in a handson environment to access the FPPS Datamart. Structured practical exercises will allow students to reinforce the information and concepts presented. Students will create queries, tables, pivots, charts, and reports. Query data will then be manipulated, modified, and formatted, using all five adaptive report levels for analysis of the information.

Prerequisite: Basic Datamart

Learning Objectives:

- Gain specific knowledge and experience using the advanced features and techniques of the Brio Insight application
- Use tables, pivots, and various charts to build a comprehensive report incorporating elements of all of the adaptive levels within Brio Insight
- Use adaptive levels within Brio Insight to analyze data

Target Audience: DOI employees; NBC customers and clients required to query, to create reports, and to analyze FPPS data

FPPS/Payroll

FPPS Timekeeper Training • One Day

Course Description:

This course provides an overview of the FPPS (Federal Personnel/Payroll System) pay codes, as well as FPPS Time and Attendance (T&A) functionality and navigation. Students will be given the opportunity to initiate and correct T&As, and to establish and maintain Master T&A records using either the FPPS 3270 screen emulation or the Web FPPS process. Students will be able to access reference materials using a web browser.

Learning Objectives:

- Understand and apply FPPS pay codes
- Navigate the FPPS T&A system
- Use reference materials to assist with T&A processing

Target Audience: Either newly designated timekeepers who have no prior knowledge of timekeeping, or timekeepers who are unfamiliar with input requirements of the FPPS T&A System

Dates/Locations/Times: For specific information, go to www.doi.gov/training.

Tuition: All federal employees...\$150

FFPS/Payroll

FPPS Payroll Update Training • One Day

Course Description:

This course provides an overview of the FPPS (Federal Personnel/Payroll System) commands used to initiate and maintain payroll transactions comprising the employee's payroll master record. FPPS menu options include Employee/Position Maintenance, Special Pay Maintenance, and Charity Mass Input/Change. Interpretation of the Pay Detail View (PDVW) is also provided.

Learning Objectives:

- Input changes to an employee's address, tax, entitlement, and voluntary-deduction records
- Gain familiarity in initiating and maintaining Entitlement and Combined Federal Campaign records

Target Audience: Employees responsible for, but unfamiliar with, FPPS functionality, navigation, and commands used for Payroll Master Record input and changes

Dates/Locations/Times: For specific information, go to www.doi.gov/training.

FPPS/Payroll

FPPS Leave Share Training • One-half day

Course Description:

This course provides an overview of the FPPS (Federal Personnel/Payroll System) commands used to initiate and maintain payroll transactions for the Leave Share Program.

Learning Objectives:

- Initiate and maintain Leave Share Recipient and Leave Share Donor records in FPPS
- Interpret leave-share information on employee leave views in FPPS and on the Leave and Earnings Statement (LES)

Target Audience: Employees responsible for, but unfamiliar with, FPPS functionality, navigation, and commands used for Leave Share input and changes

Dates/Locations/Times: For specific information, go to www.doi.gov/training.

Human Resources Management

Retirement Planning

Course Description:

This course presents information about federal benefits, and explores options to maximize those benefits. All aspects of FERS, CSRS, Transfers and CSRS-Offset programs are examined. Participants learn about financial planning and how to become wise financial consumers.

Learning Objectives:

- Understand the current federal retirement benefits and proposed legislation
- Understand financial principles, financial risks and investments
- Recognize impact of Social Security on retirement planning
- Understand Thrift Savings Plan (TSP)
- Understand estate planning and legal issues, wills, trusts and power of attorneys

Target Audience: All federal employees needing a plan for a smooth transition into retirement. This course will provide the most benefit for those within 10–15 years of retirement.

Prerequisites: None

Dates/Locations:

October 4–5, 2006
January 30–31, 2007
April 4–5, 2007
May 1–2, 2007
August 2–3, 2007
September 12–13, 2007
Washington, DC
Washington, DC
Anchorage, Alaska
Anchorage, Alaska

Time: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed: N/A

CPE Credits: N/A

The Art of Strategic Thinking

Course Description:

Strategic thinking is no longer a once-a-year task performed as part of the annual strategic-planning process. Instead, it represents the very essence of every leader's daily work—and the essential lens through which leaders at all levels evaluate and prioritize their daily work. The key lies not just in individual skills, but also in the ability to engage others in an ongoing strategy process. Participants will acquire the perspective, framework, and tools necessary to engage others in strategic decision—making, and to lead the broader strategic conversations required to shape the long-term health of your team and workplace.

Learning Objectives:

- Learn what it takes to exercise discipline and build strategic thinking into your work
- Learn how to sort through ambiguity and information clutter, so that you can focus on what matters strategically
- Learn tools for analyzing environmental factors and customer trends
- Learn tips for involving key players in assessing strategic options
- Learn a practical approach for identifying and crystallizing key strategic issues, opportunities, and targets
- Draft a strategic agenda for your own department or team

Target Audience: Managers and leaders who want to improve their abilities to think strategically on their own, as well as their abilities to design and lead broader strategic conversations with others

Prerequisites: None

Dates/Locations:

• February 6–7, 2007

• April 11–12, 2007

• May 2–3, 2007

Albuquerque, New Mexico

Denver, Colorado

Washington, DC

Time: For specific times and room locations, go to: www.doi.gov/training.

Competency Addressed: Partnering

CPE Credits: N/A



Critical Thinking and Problem Solving* Course Description:

This course is designed for professionals who want to learn how to change their ways of thinking in order to achieve breakthroughs on problems in the workplace. Participants will explore both the meaning and the process of critical thinking. Discussions will also address framing the problem, the power of questioning and reflecting, understanding and evaluating data, argument structure, reasoning and communication, avoiding thinking traps, and weighing the impact of possible solutions.

Learning Objectives:

- Identify your style and patterns of thinking
- Clearly define problems
- Use questioning techniques to obtain information needed from others
- Critically examine and evaluate data
- Solve problems faster with flexible thinking
- Adapt your thinking to navigate through unexpected events
- Present your perspective to others at all levels of the organization

Target Audience: All federal employees wanting to develop new ways of thinking and solving problems

Dates/Locations:

• December 12–14, 2006 Washington, DC

• March 20–22, 2007 Albuquerque, New Mexico

Denver, Colorado • April 10–12, 2007

Time: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Problem Solving, Flexibility

CPE Credits: 24

Tuition: All federal employees...\$625

Note: If you are enrolled in the Financial Management Certificate Program, your tuition for the certificate program includes this course.

Emotional Intelligence in the Workplace

Course Description:

Researchers have begun to uncover the power that our emotional worlds have in determining success in all human endeavors: emotional intelligence (EI). At the root of EI is the ability to understand our own emotions, manage them, and use them for our own good. This course summarizes the research supporting the EI concept, and explores the role of EI in the workplace. Attendees will have hands-on opportunities to develop their own EI, and will learn effective strategies for integrating EI into all work endeavors and interactions.

Learning Objectives:

- Manage difficult situations, solve problems, and overcome obstacles in a confident, productive manner
- Identify and reduce stress, become more professionally focused, productive and satisfied
- Examine how EI affects careers, work productivity/relationships, health and self-esteem

Target Audience: All federal employees wanting to develop strong interpersonal skills and strategies to deal with demanding work assignments and schedules, conflict, group problems and decisions

Prerequisites: None

Date/Location:

• February 1, 2007

Washington, DC

Time: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Continual Learning, Cultural Awareness, Customer Service,

Interpersonal Skills

CPE Credits: N/A



Course Description:

This course focuses on the fundamentals of analysis, including problem identification, data gathering, data analysis and interpretation, and reporting analysis results to support decision making. Topics include overview of an analysis model, application of analysis in the public and private sectors, research statements and study plans, surveys and interviews, and written and oral communication of analysis results.

Learning Objectives:

- Translate your organizational issue into a manageable study
- Write a research statement
- Develop a study plan
- Develop and administer a brief survey
- Develop interview questions and conduct short interviews
- Analyze data using descriptive statistics (mean, median, mode, range, variance, standard deviation, frequencies)
- Develop an outline for an executive summary in a report of study results

Target Audience: All federal employees involved in analysis-related activities

Dates/Locations:

• March 13–15, 2007

• July 24–26, 2007

• August 14–16, 2007

Washington, DC

Albuquerque, New Mexico

Denver, Colorado

Time: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Problem solving, Oral Communication, Written Communication

CPE Credits: 24

Tuition: All federal employees...\$625

*Note: If you are enrolled in the Financial Management Certificate Program, your tuition for the certificate program includes this course.



Leading and Managing Change*

Course Description:

This course provides participants with the knowledge and skills to initiate and manage change in their organizations. Discussions will revolve around the importance of analyzing political, structural, and resource issues when planning for successful change. Participants will learn how to identify ways of counteracting resistance to change, and how to measure and sustain organizational change.

Learning Objectives:

- Apply a change-management process to a problem or change-opportunity within your organization
- Analyze the human and organizational readiness for change
- Plan for successful change by involving stakeholders, defining roles and responsibilities, identifying resources, setting a schedule and establishing change-process measurements
- Implement change by managing the project/technical aspects of the change and facilitating the human/emotional side of the change

Target Audience: Managers, supervisors, team leaders, project managers and other professionals wanting to improve their ability to manage change

Dates/Locations:

• January 17–18, 2007

May 22–23, 2007June 12–13, 2007

Washington, DC

Albuquerque, New Mexico

Denver, Colorado

Time: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Influencing/Negotiating, Flexibility, Resilience, Problem Solving

CPE Credits: 16

Tuition: All federal employees...\$525

*Note: If you are enrolled in the Financial Management Certificate Program, your tuition for the certificate program includes this course.

Partnerships for Cooperative Conservation

Course Description:

This fast-paced, application-oriented workshop targets the needs of those responsible for moving the department's mission forward with both internal and external constituents. It discusses the DOI focus on conservation through partnerships, and teaches skills for ensuring each partnership effort is productive and mutually satisfying. The basis for this class is a four-step model for building rapport, finding common ground, identifying opportunities for mutual gain, and creating effective partnerships. Students will learn a set of practical tools for ensuring partnership success, and will explore current and future work situations requiring collaboration. Using small-group discussion, case studies, and exercises, workshop attendees will practice the skills of starting up, sustaining, and repairing collaborative/partnership efforts to ensure long-term success.

Learning Objectives:

- Understand the department's focus on conservation through partnership
- Understand how to quickly build rapport, build trust, and sustain effective collaboration with others, even when interests vary
- Learn how to find common ground from which to build solutions
- Learn what it takes to operate effectively in an ambiguous and political environment

Target Audience: Any DOI employee who interacts with the public to develop meaningful relationships and collaborative partnerships

Prerequisites: None

Dates/Locations:

January 23–25, 2007April 16–18, 2007

Albuquerque, New Mexico

Washington, DC

Time: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Partnering

CPE Credits: N/A

Tuition: DOI employees...None

Partnerships for Cooperative Conservation: Advanced Skills

Course Description:

This workshop targets those responsible for working with external constituencies to find meaningful solutions to complex natural-resource issues. It takes the concepts and skills learned in the first module and puts them into practice. Students will work through realistic department issues using the case-study approach, and will receive honest feedback and coaching on their style and effectiveness at bringing disparate groups and interests together.

Learning Objectives:

- Gain insight and practice on how to negotiate different interests
- Work through a variety of realistic case studies
- Learn how to approach intercultural and social-styles differences
- Receive feedback and critique on your approach to partnering
- Learn how to facilitate groups' identification of mutually satisfying solutions

Target Audience: Any DOI employee who interacts with the public to develop meaningful relationships and collaborative partnerships

Prerequisite: Completion of Partnerships for Cooperative Conservation

Dates/Locations:

• April 19–20, 2007 Washington, DC

• May 16–17, 2007 Albuquerque, New Mexico

Time: For specific times and room locations, go to: www.doi.gov/training.

Competency Addressed: Partnering

CPE Credits: N/A

Tuition: DOI employees...None

Power Thinking: Strategic Decisions of Outstanding Leaders

Course Description:

"Power Thinking: Strategic Decisions of Outstanding Leaders," a program designed by Dr. John N. Mangieri, was developed for international business executives, supervisors, and managers as a part of the University of California (Berkeley) Worldwide leadership Program. It is also a regular offering of the Federal Executive Institute, the Center for Executive Leadership, and the Project Management Institute. This program's content is based upon sound, easy-to-understand research pertinent to the leadership development of individuals and to the performance of the organizations that they manage. The principles taught will increase the leadership skill levels of participants, equip them with the ability to proactively respond to change necessitated by current or future external conditions, and improve the performance of the organizations they lead. Each participant will receive a copy of "Power Thinking: How The Way You Think Can Change The Way You Lead."

Learning Objectives:

- Identify skill strengths in participants' roles as leaders
- Determine current individual decision-making, problem-solving, and "outside the box" proficiencies and areas where improvement is needed
- Select and analyze potential actions to take, and identify people to work closely with in order to improve organizational performance

Target Audience: All DOI executives, supervisors, and managers, as well as anyone else working in a decision-making role

Prerequisites: None

Date/Location:

• October 26, 2006

Washington, DC

Time: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Strategic Thinking, Decision Making, Building Coalitions

CPE Credits: N/A

Situational Leadership



Course Description:

This workshop will focus on different theories of leadership, with an emphasis on situational leadership theory. Using a diagnostic instrument, participants will identify their preferred leadership styles. Through case studies and exercises, participants will get practice in diagnosing situations to determine appropriate leadership styles and demonstrating the skills that support each style.

Learning Objectives: By the end of the workshop, participants will be able to:

- Define leadership
- Recognize the four styles of leadership
- Determine when each style would be appropriate
- Identify his or her preferred style(s)
- Demonstrate the appropriate supportive and directive behaviors for each style

Target Audience: All DOI executives, supervisors, and managers, as well as anyone else working in a decision-making role

Prerequisites: None

Date/Location:

October 11–12, 2006 Washington, DC
August 1–2, 2007 Washington, DC

Time: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Strategic Thinking, Decision Making, Building Coalitions

CPE Credits: N/A



Strategic Planning and Performance Measurement

Course Description:

Explore the critical relationship between strategic planning and performance measurement and how they drive an organization's performance-management system. Participants will review the basic principles of strategic planning and explore the concepts of mission and vision, environmental scan, SWOT analysis, goals and objectives. They also will be introduced to a performance-measurement model and the concepts of core programs, outcomes, and measures. Managers and other professionals interested in measuring, reporting, and improving organizational, program or work unit performance will benefit from this course.

Learning Objectives:

- Explore the principles and basic concepts of strategic planning
- Identify characteristics of effective strategic plans
- Discuss how core business functions are determined from an agency's mission, budget documents, legislative mandates, and major activities
- Identify definitions and relationships between inputs, outputs, processes, and outcomes
- Explore the impacts of strategic planning on the organization and the individual
- Use strategic planning techniques and insights to develop a strategic plan
- Use a performance measurement model to create or identify measurable outcomes to meet objectives at the organization, program, or unit level
- Set customer-focused performance goals and objectives
- Distinguish between realistic, meaningful measures and those that waste organizational time
- Apply proven, practical approaches for addressing hard-to-measure outcomes
- Set program measures in alignment with the mission, goals, and objectives of your organization
- Overcome reporting and implementation issues to gain the support of key decision makers

Target Audience: All DOI executives, supervisors, and managers, as well as anyone else working in a decision-making role

Prerequisites: None

Date/Location:

• February 21–22, 2007 Washington, DC

Time: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Strategic Thinking, Decision Making, Building Coalitions

CPE Credits: N/A

Transitioning To A Supervisory Role: Leadership Skills Development

Course Description:

Transitioning from staff member to supervisor creates new challenges and requires new skills. Through class discussion and assessment instruments, new and prospective supervisors gain insights into the supervisory role and an awareness of their leadership styles. Assessment instruments provide feedback to participants on their leadership traits, preferred leadership style, and areas for development. The course also includes information on establishing a customer-service strategy and motivational techniques to ensure a high-performing work team.

Learning Objectives:

- Recognize what is involved in the transition process from peer to supervisor
- Identify personal leadership skills and styles, and how to effectively use them
- Recognize and apply critical leadership traits
- Develop and manage an effective customer-service plan
- Energize employees

Target Audience: New supervisors with no formal training, supervisors needing a refresher of basic supervisory skills, and employees preparing for supervisory careers

Prerequisites: None

Dates/Locations:

November 13–17, 2006
 April 2–6, 2007
 April 16–20, 2007
 June 11–15, 2007
 Washington, DC
 Anchorage, Alaska

Time: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Continual Learning, Cultural Awareness, Customer Service,

Interpersonal Skills

CPE Credits: N/A

Basic 40-Hour Supervision

Course Description:

This five-day course is designed for supervisors, managers and team leaders who want to develop and sharpen their supervisory skills and create high-performance cultures. Course topics include hiring the right people, managing employee performance, developing talent, assigning the right duties, and maintaining discipline. Meets all DOI supervisory training requirements.

Learning Objectives:

- Review merit-system principles
- Distinguish the supervisor's role in performance management, rewarding employees, and discipline and controlling absenteeism
- Identify responsibilities in the areas of staffing, promotion, classification and position management
- Discuss labor-management relations, EEO, diversity, and ethics

Target Audience: All managers, supervisors and team leaders

Prerequisites: None

Dates/Locations:

• October 23–27, 2006	Albuquerque, New Mexico
• October 30–November 3, 2006	Washington, DC
• December 4–8, 2006	Anchorage, Alaska
• December 12–15, 2006	Denver, Colorado
• February 12–16, 2007	Washington, DC
• February 26–March 2, 2007	Albuquerque, New Mexico
• April 9–13, 2007	Anchorage, Alaska
• April 23–27, 2007	Denver, Colorado
• June 4–8, 2007	Denver, Colorado
• June 4–8, 2007	Washington, DC
• June 25–29, 2007	Albuquerque, New Mexico
• August 13–17, 2007	Washington, DC

Times: For specific times and room locations, go to: www.doi.gov/training.

Competency Addressed: Human Resources Management

CPE Credits: N/A

Tuition: DOI employees: None Other federal employees:\$600

Managing Performance Effectively

Course Description:

Performance-management systems—valuable tools for maximizing the contribution of your employees as well as improving your own contribution and long-term success—are often underused. When used effectively, they provide a vehicle for ensuring that people understand what results are expected of them, how they are doing, and what they need to do to improve. This course, based on current best practices, offers a practical set of tools for mastering ongoing coaching and feedback, developing and growing the capability of employees, increasing your skills at managing the performance discussion, managing marginal performance, and increasing productivity and commitment. Workshop participants explore the myriad of options for ensuring meaningful development plans and encouraging people to take ownership of their careers and performance. The Harvard case-study method gives participants the opportunity to experience their new skills at managing difficult performance issues and holding people accountable for their goals.

Learning Objectives:

- Learn a specific and applicable set of tools and approaches for managing employee performance, increasing motivation, and developing capability within your staff
- Learn a practical tool for giving both formal and informal feedback
- Learn a proven model for effective coaching
- Understand what managers can do to keep employees satisfied and contributing

Target Audience: Managers, supervisors, team leaders, and anyone who must assign work and monitor the performance of others

Dates/Locations:

December 5–6, 2006
April 30–May 1, 2007
Washington, DC
Washington, DC

Time: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Human Resources Management, Interpersonal Skills

CPE Credits: N/A

Transitioning To A Supervisory Role: Leadership Skills Development

Course Description:

Transitioning from staff-member to supervisor creates new challenges and requires new skills. Through class discussion and assessment instruments, new supervisors gain insights into the supervisory role, and an awareness of their leadership styles. Assessment instruments provide feedback to participants on their leadership traits, their preferred leadership style, and areas for development. The course also includes information on establishing a customer-service strategy and motivational techniques to ensure a high-performing work team.

Learning Objectives:

- Recognize what is involved in the transition process from peer to supervisor
- Identify personal leadership skills and styles, and how to effectively use them
- Recognize and apply critical leadership traits
- Develop and manage an effective customer-service plan
- Energize employees

Target Audience: New supervisors with no formal training, supervisors needing a refresher of basic supervisory skills, and employees preparing for supervisory careers

Prerequisites: None

Dates/Locations:

November 13–17, 2006
 April 2–6, 2007
 April 16–20, 2007
 June 11–15, 2007
 Washington, DC
 Anchorage, Alaska

Time: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Continual Learning, Cultural Awareness, Customer Service,

Interpersonal Skills

CPE Credits: N/A

Writing Performance Standards

Course Description:

Today's business environment puts strong emphasis on quality in products and services, as well as on the expectation that fewer resources will be available to accomplish the organization's goals. Therefore, it is extremely important to develop and execute performance standards that are clearly defined. This course will show participants how to establish specific, measurable, attainable, results-oriented performance standards.

Learning Objectives:

- Write measurable, understandable performance standards that comply with legal requirements
- Identify individual and team contributions
- Involve employees in creating/negotiating their performance standards

Target Audience: Supervisors, managers, and team leaders

Prerequisites: None

Dates/Locations:

• December 7–8, 2006 Washington, DC

• January 10–11, 2007 Albuquerque, New Mexico

• July 18–19, 2007 Denver, Colorado

Time: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Human Resources Management, Interpersonal Skills, Written

Communication

CPE Credits: N/A

Tuition: DOI employees: None Other federal employees:\$240

Earned Value Management Fundamentals New Class



Course Description:

This course introduces students to the fundamental concepts of earned value management (EVM). A solid understanding of EVM concepts is critical whether you are a contracting officer, contract administrator, COTR, program manager or project manager. Get a hands-on overview of the process of EVM, from project development to execution. Learn the language associated with EVM as it applies to federal acquisition management and dealing with OMB in the budget process. This course emphasizes the processes related to the Performance Management Baseline (PMB), the Integrated Baseline Review (IBR), and the American National Standards Institute (ANSI) for EVM systems. Students will also learn about evaluating and computing basic EVM metrics and EVM metrics-based estimates at completion (EAC).

Learning Objectives:

- Use a practical process to manage project cost, schedule and performance
- Identify the program management data elements and processes associated with PMB development
- Understand how the ANSI EVM Industry Standard is used to certify EVM-integrated management systems
- Explain the IBR process and purpose, as well as compute and comprehend the meaning of selected EVM metrics and estimates at completion
- Describe, in plain language, the acronyms and meaning of EVM-associated vocabulary
- Identify acquisition organizations, stakeholders and formal agreements associated with EVM

Target Audience: This course is appropriate for employees who want to learn how to manage projects

Time: For specific class times and room locations, go to: www.doi.gov/training.

Dates/Locations:

• March 19–23, 2007

Washington, DC

• May 14–18, 2007

Denver, CO

Competencies Addressed: Influencing/Negotiating, Leadership, Oral Communication, Project Management

Managing Projects

Course Description:

A required foundation for the Associate's Certificate Program, this course provides a solid understanding of project-management methods. Participants will gain the foundation, techniques, and tools to manage each stage of the project life cycle, work within organizational and cost constraints, set goals tied directly to stakeholder needs, and use state-of-the-art project management tools to get the work done on time and within budget.

Learning Objectives:

- Master fundamental project-management skills, concepts, and techniques
- Link project goals and objectives to clear, compelling stakeholder needs
- Develop work-breakdown structures
- Set realistic, measurable objectives, and ensure positive results
- Estimate project costs and schedules, using simple, proven techniques
- Establish a dependable project control and monitoring system

Target Audience: All federal employees requiring certification to manage major or non-major projects

Time: For specific class times and room locations, go to: www.doi.gov/training.

Dates/Locations:

November 6–8, 2006 Washington, DC
January 9–11, 2007 Denver, Colorado
March 27–29, 2007 Washington, DC

Competencies Addressed: Influencing/Negotiating, Leadership, Oral Communication, Project Management

CPE Credits: 22.5

Risk Management

Course Description:

In this course, students will work through the proactive approach to threat and opportunity—an approach based on a clear understanding of the power of both qualitative and quantitative approaches to risk management. The course examines risk management from both a top-down and bottom-up perspective, using a proven eight-step risk-management process. In addition, a multi-part case study will take the student from risk overview at the beginning of a project through the challenges of ongoing assessment and reassessment of threats and opportunities throughout the project.

Learning Objectives:

- Use a practical, eight-step process to manage project risk
- Identify threats and opportunities and weigh their relative value in your project
- Control multiple risks, using limited strategies
- Overcome psychological barriers to risk in stakeholders and team members
- Make risk and opportunity integral components of the project plan

Target Audience: All federal employees requiring certification to manage major or non-major projects

Time: For specific class times and room locations, go to: www.doi.gov/training.

Prerequisite: Managing Projects

Dates/Locations:

January 23–25, 2007 Washington, DC
February 27–March 1, 2007 Denver, Colorado
April 24–26, 2007 Washington, DC

Competencies Addressed: Influencing/Negotiating, Leadership, Oral Communication, Project Management

CPE Credits: 22.5

Scheduling and Cost Control

Course Description:

The course will focus on managing the constraints of a project: limits on time, human resources, materials, budget, and specifications. Students will develop effective measures for scheduling and controlling projects. Class activities will provide hands-on experience in building project requirements and the work breakdown structure, as well as techniques for estimating, forecasting, budgeting, monitoring, controlling, analyzing, and reporting costs and interpreting the meaning of earned-value data.

Learning Objectives:

- Use the work-breakdown structure to develop a network diagram
- Calculate schedules using PERT/CPM
- Identify, assign, and tabulate resource requirements
- Predict costs and work time, using specific levels and estimate types
- Plan for contingencies and anticipate variations
- Predict future project performance based on historical data
- Monitor changes and close out project

Target Audience: All federal employees requiring certification to manage major or non-major projects

Time: For specific class times and room locations, go to: www.doi.gov/training.

Prerequisite: Managing Projects

Dates/Locations:

February 26–March 2, 2007
March 26–30, 2007
June 11–15, 2007
Washington, DC
Washington, DC

Competencies Addressed: Influencing/Negotiating, Leadership, Oral Communication, Project Management

CPE Credits: 28.0

Quality for Project Managers

Course Description:

This course shows students how to integrate quality-management concepts and project management practices to create an effective quality-management program that supports a project's success. Students will learn about the philosophy and principles of quality management, and about how to translate these concepts into specific actions essential to successful improvement efforts. Students will practice concepts, tools, and techniques, using an integrated case study that requires application of skills learned.

Learning Objectives:

- Implement quality concepts at the process and project levels
- Identify customer requirements, and determine appropriate quality-assurance standards
- Develop a plan for the project-quality program
- Use proven quality-control tools and techniques to collect and measure performance data
- Assess performance measurements, and determine ways to implement process improvement

Target Audience: All federal employees requiring certification to manage major or non-major projects

Time: For specific class times and room locations, go to: www.doi.gov/training.

Prerequisite: Managing Projects

Dates/Locations:

April 24–26, 2007 Denver, Colorado
 May 15–17, 2007 Washington, DC

Competencies Addressed: Influencing/Negotiating, Leadership, Oral Communication, Project Management

CPE Credits: 22.50

Project Leadership, Management and Communication

Course Description:

This interactive course provides a solid foundation in key leadership competencies. Students will complete a self-assessment of their leadership skills, and master the basics of these leadership competencies: setting direction, aligning people, motivating and inspiring, leading teams, communicating, building relationships, facilitating ethical conduct, negotiating, and leading change.

Learning Objectives:

- Lead project teams through more-effective communications
- Identify motivational value systems to improve productivity and cooperation
- Recognize the role of business and personal ethics in leadership
- Describe predictable change stages and identify appropriate leadership strategies for each stage
- Use a powerful four-stage collaborative-negotiation process
- Create a leadership-development plan to implement upon return to work

Target Audience: All federal employees requiring certification to manage major or non-major projects

Prerequisite: Managing Projects

Dates/Locations:

June 12–14, 2007 Denver, Colorado
 July 17–19, 2007 Washington, DC

Time: For specific class times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Influencing/Negotiating, Leadership, Oral Communication, Project Management

CPE Credits: 22.50

Contract Management Principles and Practices

Course Description:

Because contracts are developed in an increasingly complex environment, including the rising use of contracted supplies and services through government, it is critical that project managers have a solid understanding of the contracting process. This course gives students an overview of all phases of contracting, from requirements-development to closeout.

Learning Objectives:

- Identify contract components, and understand the process from start to finish
- Select the right contract type for your project
- Decipher contract legalese
- Choose the offer that will result in the best value for the buyer
- Negotiate favorable terms, and make revisions to the contract
- Apply the "10 rules of contract interpretation" in project disputes
- Administer contracts appropriately, and know when and how to terminate before or upon completion

Target Audience: All federal employees requiring certification to manage major or non-major projects

Prerequisite: Managing Projects

Dates/Locations:

June 26–28, 2007
 July 10–12, 2007
 Washington, DC
 Denver, Colorado

Time: For specific class times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Influencing/Negotiating, Leadership, Oral Communication, Project Management

CPE Credits: 22.50

Project Management Applications

Course Description:

This practice-based course integrates the knowledge, skills and competencies gained in the other project management certificate courses. Building on these competencies, students will work in teams to complete an extensive, realistic, week-long project case study. Students will propose, plan, and execute a full-scale project under typical organizational constraints. Students will follow the project through the life cycle, resolving issues of performance, scheduling, and control as they address questions of leadership and management.

Learning Objectives:

- Select the level of staffing, resources, and management support required for a project
- Assemble a project team, and gain commitment on project objectives
- Assign tasks based on work-breakdown structure
- Estimate time and costs, and present a project plan to team members and stakeholders

Target Audience: All federal employees requiring certification to manage major or non-major projects

Prerequisite: Managing Projects

Dates/Locations:

August 6–10, 2007 Denver, Colorado
August 14–16, 2007 Washington DC

Time: For specific class times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Influencing/Negotiating, Leadership, Oral Communication, Project Management

CPE Credits: 28.0

Project Management Fundamentals*

Course Description:

This course stresses the fundamentals of successful project management, including taking these actions at the outset: defining project goals and objectives, and identifying stakeholders. Participants learn how projects are used to accomplish goals, produce products, deliver services, and meet objectives. Case studies, scenarios, and real-life projects are used to illustrate the life cycle of a project, and to help participants understand the role of the project manager in managing the project life cycle, including defining tasks, scheduling, estimating, allocating resources, monitoring, and controlling.

*Note: This introductory course is ideal for individuals who support project teams, or those who seek a general understanding of project management; this course does not fulfill any part of the requirement for the Project Management Certificate Program.

Learning Objectives:

- Describe fundamental concepts in project management
- Define the role of the project manager
- Assess and identify project requirements
- Organize effective project teams
- Apply basic tools and techniques to plan, measure, and control projects
- Conduct a project evaluation, and successfully close out the project

Target Audience: This course is appropriate for employees who want to learn how to manage projects

Dates/Location:

October 17–19, 2006
 May 8–10, 2007
 Washington, DC
 Washington, DC

Time: For specific class times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Influencing/Negotiating, Leadership, Oral Communication, Project Management

Alaska National Interest Lands Conservation Act (ANILCA) Seminar

Course Description:

This annual ANILCA training contains updated information every year. The instructors are people who work with ANILCA daily, and who follow the shifts from issue to issue as the law is implemented. They are representatives from the State of Alaska, the Department of the Interior, Alaska Federation of Natives, resource-development groups, hunters, conservation groups, miners, ANCSA corporations, and other Alaskan-interest groups. Participants will view a broad picture of the contents of ANILCA (a beginning for further study) and the far-reaching effects of ANILCA on the people and land of Alaska.

Learning Objectives:

- Be aware of the significance of interacting with the public about access, land use, and other federal land issues; almost all are affected by ANILCA
- Understand the general provisions and effects of ANILCA
- Identify land-management situations affected by ANILCA
- Identify the basics of federal laws that are administered differently in Alaska because of ANILCA
- Be able to make recommendations and decisions about federal land use in Alaska as affected by ANILCA

Target Audience: DOI land managers and others who deal with ANILCA issues.

Date/Location:

• October 18–19, 2006

Anchorage, Alaska

Time: For specific class times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Cultural Awareness, Resource Management

Alaska Native Claims Settlement Act (ANCSA) Seminar

Course Description:

This annual ANCSA training brings you instruction from people who work with ANCSA daily, those most affected by ANCSA, and members of the native community. Speakers are from DOI Alaska Bureaus, ANCSA corporations, native groups, and State of Alaska agencies.

Learning Objectives:

- Know a general history of Alaska native peoples before ANCSA
- Understand the general ANCSA provisions and effects of ANCSA
- Understand the DOI involvement in working with ANCSA
- Become aware of the effect of ANCSA on the culture and economy of Alaska

Target Audience: DOI employees who interact with the public about ANCSA issues, and/or employees who are new to Alaska and have a limited knowledge of ANCSA

Date/Location:

October 17, 2006

Anchorage, Alaska

Time: For specific class times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Cultural Awareness, Resource Management

Bear and Firearm Safety

Course Description:

Students will receive an intensive briefing on bear and wild–animal behavior, with an emphasis on avoiding confrontation and injury in field situations.

Learning Objectives:

- Know safety rules for avoiding bear encounters
- Be aware of appropriate defensive behavior if a bear encounter occurs
- Apply knowledge, cleaning, and transportation of firearms
- Participate in firing-range practice and BLM certification

Target Audience: Firearm safety and bear-hazard training is mandatory for anyone who must work and carry guns in remote field areas.

Dates/Location:

May 23, 2007 Anchorage, Alaska
June 6, 2007 Anchorage, Alaska

Time: For specific class times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Problem Solving, Planning

Tuition: DOI employees None Other federal employees\$100



Environmental Regulatory Compliance Audits*

Course Description:

Students receive an overview of the first voluntary consensus audit standard, developed by ASTM, based on current US practices. This standard accommodates unique nuances of US legal issues and federal and state policies, specifically highlighting the role of legal counsel, and dealing with regulatory compliance as a focus. The standard can be useful for specifying work for internal or external auditors, scoping contracts, and negotiating agreements with regulatory agencies.

Note: This is not a seminar on how to conduct environmental audits or environmental site assessments. While anyone is welcome to attend, it is assumed that people attending the seminar will have some experience with environmental auditing.

Learning Objectives:

- Explore the purpose of the standard via the benefits and risks associated with audits, as well as the legal issues
- Identify and apply terminology/definitions of terms specific to this standard
- Recognize the significance and use of the standard
- List the responsibilities associated with various types of audit authority
- Review auditor qualifications and staffing issues
- Outline the audit process to include pre-visit, site-visit, and post-visit activities
- Prepare audit record management and audit reports

Target Audience: Any federal employees responsible for environmental compliance auditing or interested in conducting an internal audit or hiring a professional to conduct an external audit

Date/Location:

• December 7, 2006

Washington, D.C.

Time: For specific class times and room locations, go to: www.doi.gov/training

Competencies Addressed: Environmental Auditing, Environmental Compliance, Environmental Management

Freedom of Information Act (FOIA)

Course Description:

This course provides a basic overview of the Freedom of Information Act (FOIA). Participants will have an opportunity to exchange ideas and strategies useful in dealing with issues that commonly arise in administering the FOIA requirements, collection, maintenance, and disclosure.

Learning Objectives:

- Understand FOIA regulations
- Know the common exceptions to FOIA requests
- Follow step-by-step procedures when a FOIA request is made
- Know when fees may be charged or waived

Target Audience: All federal employees who may need to respond to a request for information under the rules and regulations of FOIA

Prerequisites: None

Date/Location:

• January 17, 2007 Anchorage, Alaska

Time: For specific times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Accountability, Business Practices, Decision Making

Tuition: DOI employees: None Other federal employees:\$150

The Privacy Act and the Administrative Record

Course Description:

This course provides a basic overview of the Privacy Act, and steps to follow in maintaining administrative records. This is an informal presentation that will answer any questions participants may have about the requirements of the Privacy Act: personal information we can and cannot maintain, and what constitutes a system of records under the Privacy Act. Numerous examples and guidelines will be reviewed to assure that employees understand the importance of an administrative record for the Privacy Act, for office projects, and for other activities where a record must support agency actions.

Learning Objectives:

- Identify personal vs. agency records
- Understand the relationships between the Freedom of Information Act (FOIA) and the Privacy Act
- Understand the Privacy Act Systems of Records
- Understand the ramifications of not keeping adequate administrative records

Target Audience: All DOI employees

Date/Location:

• January 18, 2007 Anchorage, Alaska

Time: For specific class times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Accountability, Business Practices, Decision Making

Tuition: DOI employees None Other federal employees\$150



Property Condition Assessments—Activity and Use Limitations

Course Description:

This three-day course provides an overview of the ASTM Property Condition Assessment (PCA) standard, explains why it was developed, and answers questions on how Activity and Use Limitations (AULs) can be effectively implemented and maintained. It provides an excellent guide on how to use the standard to conduct a baseline property condition assessment and how to prepare a Property Condition Report (PCR). Students also explore voluntary corrective-action programs and Brownfields programs that have been adopted by many states and use risk-based corrective-action principles. Activities and information covered across this three-day course are designed to provide students with a better understanding of the importance of addressing long-term stewardship concerns.

Learning Objectives

- Follow procedures for conducting a walk-through survey
- Identify which key areas should be included in a Property Condition Report (PCR)
- Establish reasonable expectations for PCRs
- Recognize the property's physical deficiencies
- Review the purpose of Activity and Use Limitations (AULs) in the remedial-action process
- Identify the types of AULs that are most commonly available
- Use a risk-based approach to corrective actions for incorporating AULs into remediation programs
- Screen and balance criteria to be applied in determining whether a particular AUL may be appropriate
- Outline the process for evaluating which AUL, or combination of AULs, best achieves the "no significant risk" standard

Target Audience: Federal employees who deal with state, federal, and local regulators; Federal environmental engineers, property managers, or Brownfields redevelopers

Date/Location:

TBD

Washington, D.C.

Time: For specific class times and room locations, go to: www.doi.gov/training.

Competencies Addressed: Environmental Auditing, Environmental Compliance, Environmental Management

Additional Programs

Leadership and Intern Programs

DOI University's Leadership Programs provide a planned, systematic, competency-based approach to developing future leaders for the Department of the Interior. The Government-wide Acquisition Management Intern Program, Office of the Secretary Management Intern Program, and the R. Schuyler Lesher Financial Management Career Intern Program offer enhanced development opportunities for high-potential future leaders. Entry and mid-level leadership development training provides high-potential employees with the necessary skills to transition to supervisory and leadership roles. Emphasis is placed on the development of core competencies throughout each of DOI University's leadership programs.

Pathways to Leadership

This specially designed 12-month program for the Bureau of Indian Affairs and the Office of Special Trustee was developed to address the specific needs of mid-level leaders in grades GS-12, GS-13, and GS-14. The program focuses on the competencies that are critical to lead and manage successfully in the challenging and complex environment of Indian Programs. Participants will learn current best practices in leadership, motivation, transformation and collaboration tailored to Indian Programs-specific challenges and opportunities.

Please call any DOIU Leadership and Performance Center Manager for more information on developing the mid-level leaders in your bureau or organization.

Government-wide Acquisition Management Intern Program

The Government-wide Acquisition Management Intern Program is a three-year program designed to employ federal government contract specialists and to develop them into procurement professionals and government business leaders of the future. Interns complete four six-month rotational assignments in sponsoring departments and agencies. They also receive technical and business-skills training including contract administration, cost and price analysis, customer service, project management and presentation skills. Participants are hired at the GS 5/7/9 levels with full promotion potential to the GS-12. Upon completion of the two-year training program, interns complete a one-year apprenticeship at one of the sponsoring agencies, followed by a permanent placement afterward. Recruitment for the class beginning in summer of 2007 will commence in late 2006, and the vacancy announcement for the program will post in early 2007.

Office of the Secretary Management Intern Program

The Office of the Secretary Management Intern Program is a two-year program designed to recruit, develop, and retain a group of diverse future leaders for the department's management functions. The interns complete six four-month rotational assignments in Interior's Policy, Management and Budget offices, which include finance, budget, personnel, environmental policy, policy analysis and acquisition. Interns receive on-the-job training during their rotational assignments, and they also receive formal classroom training in business skills such as customer service, briefing techniques, and automation applications; leadership/supervisory skills; human resource/equal opportunity program requirements; and specialty job-related knowledge.

Participants are recruited at the GS 5/7 levels. Once the two-year training program is completed, interns are permanently placed in one of the department's policy, management or budget offices in a position that has a full promotion potential to the GS-12 level. Recruitment for this program occurs every other year and will begin in early 2007 for the class to begin employment in the fall of that year.

R. Schuyler Lesher Financial Management Career Intern Program

The R. Schuyler Lesher Financial Management Career Intern Program is a three-year program that focuses on providing practical work experience and rotational assignments with supplemental academic training and cross training for a broad perspective of the department's financial management process. The program is designed to develop the future financial leaders at the Department of the Interior.

Interns are recruited at the GS-7 level and have promotion potential to the GS-12 level. They are hired by the finance offices in the participating bureaus, and they are carried on the bureaus' rolls for the duration of the program. Additionally, they engage in a prescribed training program to develop financial and business skills. Upon completion of the program, they remain in positions with their sponsoring bureaus. Recruitment will begin in early 2007 for the class to begin employment in the summer of that year.

Special Programs

Government Wide Forums—Washington, DC and Denver, Colorado

The DOI University, in partnership with other federal agencies, presents a forum series focusing on major quality-of-life issues. Entry and mid-level employees from subscribing agencies hear distinguished speakers discuss their most recent books on topics such as risk taking, career challenges and family issues. Employees meet others with common concerns, network during light refreshments, get a copy of the book and hear the author speak. The forums support the President's Management Agenda by investing in human capital and developing the skills and abilities of the workforce.

Washington, DC Forums

My Soul Looks Back in Wonder:

Voices of the Civil Rights Experience
by Juan Williams

Carnegie Institution
Elihu Root Auditorium
1530 P Street, NW

Washington, DC

October 10, 2006

Bullies, Tyrants & Impossible People:

How to Beat Them without Joining Them

by Ronald Shapiro

9:00 am–II:30 am Carnegie Institution Elihu Root Auditorium 1530 P Street, NW Washington, DC

Winning Every Time: How to Use the Skills of a Lawyer in the Trials of Your Life by Lis Wiehl November 14, 2006 9:00 am–11:30 am Carnegie Institution Elihu Root Auditorium 1530 P Street, NW Washington, DC

2007 DC Forums: To be determined

For further information on the DC Government Wide Forums, please contact Shari Hanscomb at 202-208-5796 or Brenda Woods at 202-208-3617, or visit our website at www.doi.gov/training.

Denver, CO Forums

Good Debt, Bad Debt: Knowing the Difference Can Save Your Financial Life by Jon Hanson October 26, 2006 9:30 am–12:30 pm Lakewood Cultural Center Theater 470 South Allison Parkway Lakewood, Colorado

2007 Denver Forums: To be determined

For further information on the Denver Government Wide Forums, please contact Shari Hanscomb at 202-208-5796, or visit our website at www.doi.gov/training.

Executive Forums

The Department of the Interior University hosts an annual series for Interior executives and employees of five distinguished speakers. The events focus on a broad range of leadership topics, from national policy issues and the environment, to the latest in leadership strategies. Authors of recently published books share their ideas with Interior's top managers at a roundtable session.

Out of Eden: An Odyssey of Ecological Invasion by Alan Burdick

Radical Evolution: The Promise and Peril of Enhancing Our Minds, Our Bodies, and

What It Means to be Human by Joel Garreau

September 21, 2006
10:00 am–2:00 pm
Main Interior Building
Rachel Carson Room
1849 C Street, NW
Washington, DC
November 29, 2006
10:00 am–2:00 pm
Main Interior Building
Rachel Carson Room
1849 C Street, NW
Washington, DC

2007 Executive Forums: To be determined

For further information on any of the executive forums, please contact Brenda Woods at 202-208-3617 or Shari Hanscomb at 202-208-5796, or visit our website at www.doi.gov/training.

Interior Museum

The Interior Museum showcases the history, ongoing work, and resources of the Department of the Interior. The museum blends 1930s-era dioramas and displays of natural history specimens, original art, and changing exhibitions to illustrate the rich heritage and diverse activities of the department. Tours of New Deal murals located in the department's historic headquarters building are available by reservation.

Shenandoah: Views of our National Parks: Photography by Hullihen Williams More

June 16-September 8, 2006

An exhibition of 30 selenium-toned black-and-white photographs by Virginia native Hullihen Williams More. The show captures the natural beauty and fragility of the park located just 75 miles from the U.S. Capitol.

The Voyage of Discovery Continues: A Satellite view of the Journey of Lewis and Clark

September 18-November 17, 2006

To commemorate the 200th anniversary of the Lewis and Clark Corps of Discovery expedition from 1803–1806 and the 125th anniversary of the United States Geological Survey (USGS), the USGS National Center for Earth Resources Observation and Science (EROS) has assembled a collection of satellite images that provides a contemporary view of the route that Lewis and Clark took from St. Louis, Missouri, to the Pacific Coast.

Silent Voices: Rock Art of the Freemont Culture Rock Art in Grand Gulch Rarrier Canyon Style Rock Art photographs by Doal

Barrier Canyon Style Rock Art photographs by Doak Heyser

March 27-March 1, 2007

Photographic exhibits presenting the rich symbolism and sparse design of both carved and painted rock art in the Great Basin, located in present-day Nevada, Utah, and Colorado.

The Antiquities Act of 1906 and the National Park Service: A Century of Archeology, Conservation, and Preservation

May 18, 2006–March 1, 2007

The Department of the Interior Museum celebrates the centennial of the 1906 Antiquities Act, which is the cornerstone of U.S. public archeology, historic cultural preservation, and natural conservation. In the museum are artifacts from park sites related to the act, including Montezuma Castle, Tuzigoot, Muir Woods, Dry Tortugas, and Zion.

Interior Museum: Then and Now

May 18, 2006-March 1, 2007

Displays include selections from the Interior Museum's original exhibits, which were installed in 1938. Included are hand-painted labels and paintings, models, photographs, and artifacts.

Reinventing Tradition: American Indian Design in Contemporary Clothing

April 2007-March 2008

Fashion Show:

Kick-off event hosted by the Indian Craft Shop

Friday October 20, 2006 12:00 noon Saturday, October 21, 2006 1:00 pm Main Interior Building Washington, DC.

Native fashion has evolved into a cutting-edge genre based on historical interpretation. Elements and materials from many culture groups and time periods have been borrowed and reinvented to create new and distinctive, fun, individual clothing for everyone. The Interior Museum will show examples of clothes from the 1960s to today, with examples of Indian chic, work by contemporary Indian designers, and samples of clothing popular in Indian country today.

The Indian Craft shop kicks off this theme with fashion shows on October 20 and 21. At this unique event, local patrons and department employees will model American Indian jewelry and accessories as worn for work and social occasions; in addition, special guest models will wear designs by American Indian designers. The latest in traditional and contemporary designs by today's American Indian designers will be featured.

Special guests will include Virginia Yazzie-Ballenger (Navajo) presenting her velvet and broomstick classic clothing line, and Sonny Tuttle (Lakota Heritage) showcasing elegant Northern Plains designs.

A selection of clothing will also be available for sale from October 18–27 at the Indian Craft Shop, Washington, DC. For more information on this event, contact the Indian Craft Shop at 202-208-4056.

U.S. Department of the Interior Library

Listed below are scheduled programs and classes at the Department of the Interior Library. Dates and times may be subject to change. For the latest schedules, additional information about each of the listed programs, and information about future programs, please check the DOI Library's web site at http://library.doi.gov, or contact the library's reference desk by phone at (202) 208-5815 or e-mail at library@nbc.gov.

Park Ranger Speaker Series

The Department of the Interior Library hosts a monthly speaker series program focusing on the background and history of sites of interest in the National Mall area of Washington, DC. The 45-minute programs, usually held at 1:00 pm on the third Tuesday of the month in the training room of the DOI Library, are presented by National Park Service Rangers.

Future Park Ranger Speaker Series programs will be posted on the library's website at http://library.doi.gov as they are scheduled. If you have any questions about this series, please contact the library by phone at (202) 208-5815 or by e-mail at library@nbc.gov

DOI Library Training Sessions

The U.S. Department of the Interior Library offers regularly scheduled library instruction and computer-database training for U.S. Department of the Interior employees. These training sessions, which meet in the library's training room, are usually held every other week. Because of limited space, each training session is limited to a maximum of twelve people. For more information or to RSVP for a class, please contact the library by phone at (202) 208-5815 or by e-mail at library@nbc. Scheduled Library Training Sessions are listed below. Additional training sessions will be posted on

Scheduled Library Training Sessions are listed below. Additional training sessions will be posted on the library's website at http://library.doi.gov as they are scheduled.

Westlaw: Introduction and New Features

Tuesday, September 26, 2006, 10:00 am–12:00 noon

This course is an introduction (or refresher) on successfully using the Westlaw online legal database for research on the Internet. Those attending will learn basic techniques for obtaining federal and state statutes, caselaw, law-review articles, newspaper articles, and federal administrative materials. This program will be conducted by a Westlaw trainer.

Introduction to HeinOnline

Thursday, October 5, 2006, 2:00 pm-4:00 pm

Learn how to use the William S. Hein Company's HeinOnline database (available via the DOI Library web site) to search for materials in their Law Journal Library, Federal Register Library Treaties and Agreements Library, U.S. Supreme Court Library, and U.S. Attorney General Opinions Library. Each library contains documents (fully searchable and available in PDF format) dating as far back as the mid-19th century, from the inception of publications contained in the library. This program will be conducted by W. Shannon Hein III, grandson of the founder of the company.

Compiling a Federal Legislative History-A Step-by-Step Example

Wednesday, October 18, 2006, 10:00 am-12:00 noon

Those interested in learning the process involved in compiling an official federal legislative history will find this program invaluable. A specific public law will be the focus of a step-by-step piecing together of a legislative history, using print resources such as the U.S. Statutes at Large, Congressional Record, and Congressional Serial Set. Online sources of federal legislative history information will also be highlighted. This program will be conducted by Law Librarian Maureen Booth.

Intermediate LexisNexis

Wednesday, November 1, 2006, 2:00 pm-4:00 pm

This class builds on the techniques presented in the "LexisNexis: Introduction and New Features" class. Researchers will learn short cuts and more-advanced search techniques. Those taking this class should have taken the Introductory LexisNexis course or have some LexisNexis experience. This program will be conducted by a LexisNexis trainer.

Searching Through the Invisible Web

Thursday, November 16, 2006, 2:00 pm-4:00 pm

While the recent explosion of information on the World Wide Web has been a tremendous benefit to researchers, many don't know about other data that they might be missing. This class will cover information that can be found on the mysterious "hidden web," how to access it, and why it is important. Learn why some information is inaccessible to web search engines and what might be overlooked in researching the Internet. Search techniques and recommended sources will also be covered. This program will be conducted by Reference Librarian Jennifer Klang.

Federal Legislative History Research on Westlaw

Wednesday, November 29, 2006, 10:00 am-12:00 noon

Learn to use the Westlaw online legal database to track a legislative history, including determining the legislative intent, interpretation, and construction of a proposed bill or law. Attendees will learn how to use Westlaw to locate bills, session laws, statutes, current and pending regulations, and other documentation needed to piece together a full legislative history. This program will be conducted by a Westlaw trainer.

Introduction to the U.S. Congressional Serial Set-Digital Edition

Wednesday, December 13, 2006, 2:00 pm-4:00 pm

The U.S. Congressional Serial Set—the bound, sequentially numbered volumes of all the reports, documents and journals of the U.S. Senate and House of Representatives - constitutes an incomparably rich collection of primary source material on all aspects of American history. The Serial Set has now been digitized by Readex and is available through the DOI Library's web site. This class will introduce you to this valuable online resource and provide attendees with helpful hints for searching the treasures of this collection. This program will be conducted by a Readex trainer.

Online Learning

Customized Online Courses

DOI University's Online Learning Team develops customized web-based courses and training solutions to help meet bureau and office mission requirements and training needs using various technologies. DOIU instructional designers will create online courses from existing classroom training materials or work with subject-matter experts to design courses from other source materials. DOIU's current library of customized online courses addresses a wide range of topics including: information technology security, the Privacy Act, records management, discrimination and whistleblowing in the workplace, park planning, safety and occupational health, special retirement processing, drug and alcohol testing, and conflict-management awareness. For more information on DOIU's customized online training, go to www.doi.gov/training and click on Special Training Programs and review the Customized Online Training section.

To discuss how our team can work with you to meet your training needs through customized online courses, contact Bob Veltkamp of the DOIU Online Learning Team at (202) 208-3441 or call our help desk at (202) 208-6278.

Instructor-Led Online Training

The DOI University is working with vendors to offer in FY 2007 instructor-led online training for Interior employees. Initial course offerings will include training in Microsoft applications and basic project-management skills. This training matches the benefits of instructor-led training with those of online delivery at the desktop or laptop. For more information, call us at 202-208-DOIU (3648) and ask to speak to someone about instructor-led online training.

Online Learning Library Licenses

Online courses provide the opportunity to learn 24 hours a day, 365 days a year, anywhere in the world via Internet access. DOI University currently offers over 4,000 courses through SkillSoft, Thomson NETg and Karta Technologies. Many technology courses are available from word processing to computer programming, IT Security, web-site development, and LAN management. Business skills courses cover communication, interviewing, sexual-harassment awareness, project management, diversity, team skills, managing work and employees, and many other topics relevant to improving performance in the workplace.

With the transition to DOI Learn, the Department's new learning management system, the location, management and delivery of these online libraries will change. Until the transition to the new delivery system is complete, access to information on the online libraries will be provided on our web site at www.doi.gov/training. Click on Classroom and Online Course Offerings in the left sidebar, and then on Online Learning Libraries. Once the transition is complete, a notice regarding new procedures will be posted at the above address.

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